



# Visitors Policy

## **Important Coronavirus (COVID-19) Update**

We have added Appendix B to this policy, which provides details on managing visitors to the school premises during the coronavirus (COVID-19) pandemic.

### **Visitors Policy (Including EYFS)**

**Policy Review Date:** October 2022

**Reviewed By:** A Evans & SLT

**Next Review:** October 2023 (or following incident, legislation or interim guidance)

## Distribution

Please note that 2 copies of this policy are printed as standard and distributed to the following areas:

1. Staff Room
2. School Office

This policy is also made available on the school website.

## Updates and Amendments to Policy

Date	Update Details	Page No
Oct 22	Updated DfE KCSIE 2022 in section 2.1	4
	Updated visitors ID badge lanyards in section 2.4	6
	Updated Appendix A – Notice to Visitors	8

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## **Section 1**

### **1.1 Policy Aims**

This policy is designed to outline Avalon School's procedures regarding visitors to our school site.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protection our school grounds and facilities from vandalism and misuse.
- Support the school's educational aims.

## **Section 2**

### **2.1 Relation Legislation**

This policy has due regard to all relevant legislation, including, but not limited to the following:

- The Health & Safety at Work etc Act 1974
- DfE (2022) Keeping Children Safe in Education
- The Childcare Act 2006
- Education Act 1996

This policy operates in conjunction with the following school policies:

- Child Protection & Safeguarding Policy
- Health & Safety Policy
- Medical & First Aid Policy

### **2.2 Authorisation**

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office.

The school office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

The school office will be contacted about a proposed visit. The school office will pass all details of to the Headteacher for approval before confirming the details of the visit with the visitor(s).

Other staff members, arranging visitor(s) to the school for educational purposes will collate all of the above required information and pass this on the school office for the Headteacher's approval.

Visitors who arrive at the school without prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without supervision of a suitable member of Avalon staff.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they are to following the procedure outlined in Section 2.4 below.

## **2.3 Safeguarding**

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require a DBS check if they work in regulated activity. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regularly driving a vehicle only for children.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating, drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

DBS checks will be undertaken in accordance with the ???? Policy.

The Designated Safeguarding Lead (DSL) / Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken where required.

Under no circumstances will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

## 2.4 Visiting Procedure

All visitors to the school including parents, will comply with the following procedure:

- Immediately report to the school office on arrival
- Provide their details to the admin staff, including
  - Name
  - Purpose of visit
  - Who the appointment is arranged with
- Sign-in using the visitors book
- Read the Notice to Visitors (see Appendix A of this policy)
- Display visitors ID badge provided at all times while on school premises
- Sign-out using the visitors book before departure
- Return visitors ID badge to the office before departure

Visitors are given a visitors ID badge with either a **RED** or **GREEN** lanyard.

- **RED** signifies that the visitor has not had the relevant DBS checks carried out must not be left unaccompanied on their visit, eg parent.
- **GREEN** signifies that the visitor has had the relevant DBS checks completed and may enter the school unsupervised, eg supply teacher etc.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a child protection / safeguarding concern and emergency procedures.

Visitors will be advised that Avalon School is a non-smoking area and smoking is not permitted anywhere on the school grounds.

Visitors will be advised that mobile phones should not be used while on the school grounds.

Prior to the visit, all visitors will be made aware of the parking restrictions outside the school and agree on the best arrangements for the nature of the visit (this may include parking on the school driveway if invited to do so).

## 2.5 Unidentified Individuals

It is the responsibility of all staff members to politely question an individual who enters the school premises unaccompanied and/or with a **RED** lanyard visitors ID badge and/or without a clearly displayed **GREEN** lanyard visitors ID badge.

Any such visitors will be directed to the school office where they can sign-in in accordance with the procedure set out in Section 2.4 of this policy.

If a visitor cannot be identified, the Headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **2.6 Visitor Conduct**

Visitors to Avalon School will be required to act in accordance with the school's policies at all times.

The school has the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under Section 547 of the Education Act 1996 it is an offence for any person to cause a nuisance or disturbance on school premises, therefore, the police may be contacted to assist in the removal of individuals from the premises where necessary.

In the event of persistent occurrences of unacceptable behaviour on the school site, the school has the right to request a banning order from the Local Authority for the individual in question.

## **Section 3**

### **3.1 Monitoring and Review**

This policy will be monitored and reviewed on an annual basis by SLT.




Amendments to the policy will be communicated to all relevant stakeholders.



# Avalon School

## NOTICE TO VISITORS


Welcome to our school. Avalon School is committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

SAEFTY	
	<p>The Health and Safety at Work Act 1974 requires both you and the school to take all reasonable steps to ensure your safety on this site. Please note signage in your area and observe safe practice.</p> <ul style="list-style-type: none"><li>• Follow school procedures whilst on the premises.</li><li>• Sign in at the School Office and receive a Visitors Badge.</li><li>• Sign out and return your Visitor Badge when leaving the premises.</li><li>• Do not enter a classroom without prior arrangement with a member of staff.</li></ul> <p>Your safety and well-being during your visit are important to us. As a visitor you have a legal duty of care for the health and safety of yourself and others.</p> <p>Please make the office staff aware of any medical needs.</p> <p><b>Nuts, of any kind, are NOT to be brought onto the school site.</b></p> <p>The school accepts no responsibility for any loss or damage to visitor's property.</p>
SAFEGUARDING	
	<p>If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please speak to a member of staff immediately and report your concern to Mrs Callaway, Headteacher (Designated Safeguarding Lead).</p> <p>If you have any safeguarding concerns about a member of staff or other adult within the school environment, please report your concern directly to Mrs Callaway, Headteacher.</p>
FIRE ALARM	
	<p>The fire alarm is one continuous siren.</p> <p>Fire evacuation procedures are clearly displayed around the school.</p> <p><b>On discovering a fire:</b> Operate the nearest <b>RED</b> fire call box and then evacuate as below.</p>




	<p><b>On hearing the fire alarm:</b>          Leave the building by the nearest exit and make your way to the assembly point on the playground. Do not stop to collect belongings. Do not re-enter the building until you are informed to do so.</p>
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**LOCKDOWN ALERT**

	<p>The Lockdown alert is an intermittent siren.</p> <p><b>On hearing the lockdown alert:</b>          Immediately close, lock or barricade doors, close windows and blinds. Get yourself and any children into safe location away from door and windows within the classroom/office.          If possible close down or put computers in sleep mode.          Do not answer telephones or doors until all clear has been given.          If outside of the building immediately return to the building ensuring any children with you are brought inside the building safely.</p> <p><b>On discovering an intruder:</b>          Operate the nearest <b>YELLOW</b> lockdown call box and then follow the procedure above</p>
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**FIRST AID**

	<p>Any illness or accident on school premises must be reported to the school office.</p> <p>The school ensures that during the school day designated first-aiders are on-site. First aid is available from the school office.</p> <p>If further support is required ie: ambulance, please contact the school office.</p>
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**NO SMOKING**

	<p>Please note that Avalon School is a <b>NO SMOKING</b> environment.</p>
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**NO MOBILE PHONES**

	<p>Mobile phones are not to be used during the school day unless in a designated area, such as the staff room. Mobile phones should be on silent or switched off and kept in a bag and not on your person.</p>
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**BRITISH VALUES**

	<p>At Avalon School we promote fundamental British values and as such we expect all visitors to respect this and reflect these values in any talks, activities or presentations they undertake at Avalon School.</p>
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## **APPENDIX A – Visitors to School During the COVID-19 Pandemic**

### **Statement of Intent**

Avalon School is committed to ensuring the health and safety and wellbeing of all of our staff members, pupils and visitors during the current pandemic. To fulfil our day-to-day roles, visitors need to come into school eg: deliver supplies, which is why we have implemented the temporary practices and procedures outlined in this appendix.

### **Legislation**

This appendix has due regard to all relevant legislation and statutory guidance, including, but not limited to the following:

- DfE (2020) Coronavirus (COVID-19) implementing protective measures in education and childcare settings
- DfE (2020) Keeping Children Safe in Education

This appendix operates in conjunction with the following school policies:

- Child Protection & Safeguarding Policy
- Health & Safety Policy
- Infectious Control Policy
- Social Distancing Policy
- Coronavirus (COVID-19) Visitors to School Risk Assessment

### **Before Visiting the School**

Where possible visitors will be kept to a minimum to mitigate the risk of coronavirus spreading.

To mitigate mixing and visitors spending longer period on the school premises, all deliveries will be left in the school office reception area. Delivery drivers should use the school intercom to notify the office of any deliveries.

When requesting a visit to the school, people must state when they want to visit the school, for how long and their purpose for visiting.

For testing and tracing purposes visitors will be required to give their name and a contact number before visiting the school site.

Official bodies eg: ISI, Ofsted and the police will not have to request a visit to the school, however they may be required to submit their contract details for testing and tracing purposes.

Once visitor requests have been approved by the Headteacher, visitors will be advised of the school Infection Control Policy and Social Distancing Policy statements to understand the measures in place to protect themselves, staff members and pupils.

When they come on to the school premises, visitors will be asked to sign a form declaring they are in good health, with no coronavirus symptoms and that they have not been exposed

to coronavirus and to acknowledge that they have read and will adhere to the relevant documents.

If the visitor discloses that they have been exposed to, or are suffering from the symptoms of coronavirus they will be asked to leave the school site immediately and the visit will be rearranged for a later date once the visitor has self-isolated.

## **Infection Control**

Visitors will adhere to the school Infection Control Policy at all times.

Posters will be displayed around the school to remind visitors to practice good hand and respiratory hygiene.

Visitors will not enter the site if they are displaying symptoms of coronavirus, they will inform the school office of this as soon as possible via telephone/email.

Where possible visitors will be designated their own toilets, washing area and rest areas to minimise social mixing – these areas will be disinfected before and after use.

All toilets, infection control areas and areas designated for visitor use will have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins.

In the event there are multiple groups of visitors on the school grounds at the same time, the Headteacher and School Business Manager will ensure all parties can remain separate and properly adhere to infection control measures.

Visitors who become unwell with coronavirus symptoms will be sent home immediately.

In the event a visitor who is displaying symptoms cannot go home immediately they will be asked to self-isolate in a designated area of the school and will go home as soon as possible.

Areas that have been occupied by symptomatic visitors, including toilets, will be cleaned and disinfected as soon as possible.

Visitors who have delivered close contact care to pupils showing symptoms of coronavirus will be encouraged to get tested.

Once tested the visitor will notify the school of their results for the purpose of testing and tracing procedures.

## **Social Distancing**

Visitors will adhere to the school's Social Distancing Policy at all times.

Where possible contact time between visitors and staff members / pupils will be kept to a minimum.

Upon arrival at the school and where necessary visitors will be given appropriate PPE to wear e.g. gloves and a face mask.

The Headteacher will ensure stringent social distancing measures are in place to protect any clinically vulnerable individuals.

Where possible meetings will be undertaken remotely to minimise the number of visitors on the school site.

### **Monitoring and Review**

This appendix will be reviewed by the Headteacher in response to any new government advice.

Once the school resumes regular activity and if deemed appropriate by the Headteacher, all sections within the appendix will expire.