

Goldfield Infants' and Nursery School



Visitors to School Policy

Committee	Learning Matters
Next Review	Autumn 2022
Duration	3 years
Approved FGB	Summer 2019

FOREWORD

Valuing diversity is central to achieving the overall aim of Goldfield Infants' and Nursery School.



Roots and Wings

There are two gifts that we can give our children,
one is roots,
the other is wings...

At Goldfield every child matters.
Our aim is to provide a caring environment

Where each child is able to;

- feel happy and secure; valuing diversity, growing in self belief and respect for each other
 - develop a love of learning and reach their true potential
- learn in a caring, safe and attractive environment where the pupil is at the centre of the curriculum
 - take part in a rich, creative and challenging curriculum, reflecting high expectations
- become a valued member of a school community that encourages involvement from parents and the local community

Ultimately to help our children develop as responsible and caring members of society – to enable them to 'fly'

Introduction

Goldfield is committed to encouraging a close relationship with the wider community. The school welcomes, and actively seeks, voluntary help from parents and other members of the community. The staff and Governing Body believe that there are many potential benefits which can result from increased interaction with the public. At the same time they recognise the need to protect the safety and welfare of the pupils and staff and to protect the school's facilities and equipment from misuse or vandalism. Procedures are in place to minimise potential risks posed by visitors to pupils and staff.

This policy sets out those procedures. It forms part of a safeguarding pack that includes the following policies: Child Protection, Safer Recruitment, Safe Use of Images, Personal Records, Lettings, Code of Conduct and Health and Safety.

Definition and Requirements

A visitor is defined as any person who enters the school buildings during school business hours, who is not an employee of the school or a pupil currently enrolled at the school. Visitors may include:

- Parent Helpers
- Students on work experience
- Students on placement
- Staff or tutors from other educational establishments
- Officers from the Local Authority
- External Professionals
- Contractors
- Governors
- Club leaders
- Supply Teachers

Visitors should seek permission from the headteacher, office manager or site manager. Parent helpers may do this through class teachers. However, the headteacher retains the right to refuse permission or to set any appropriate conditions that might be necessary.

All school visitors will be expected to comply with the school policies, administrative rules and regulations, including the school's dress code, staff conduct and confidentiality requirements. There is a need for confidentiality of, for example, overheard conversations whilst in school. If a child protection issue arises please report this immediately to the Designated Safeguarding Lead (DSL) who is the headteacher or the Deputy Designated Safeguarding Leads (DDSLs) who are Mrs Blake, Mrs Cowan, Mrs Sladden, Mr Birch and Mrs Pierpoint.

Certain areas of the school may be restricted at the discretion of the head teacher **ie no access to the Staffroom, Offices or Kitchen without specific permission.**

Disclosure and Barring Service Checks (DBS)

We welcome parent's involvement in the life of the school and there are many opportunities for helping e.g. supporting curriculum activities, cooking, reading stories or helping FROGS with fund raising activities.

All parents who wish to help regularly will require valid Disclosure and Barring (DBS) clearance – please speak to the office manager in the school office if you feel that you could be a regular helper. There may be occasional events, such a school trip, where those without DBS clearance can support the class under the supervision of the class teacher.

Parents who are helping are not able to bring pre-school children with them.

The headteacher and office manager are designated to verify identity documentation and DBS checks and to maintain the Single Central Record. The school follows closely the HCC booklet "Herts Single Central Record Assessment: Information and Guidance."

The school will comply with the new recommendations, under the Independent Safeguarding Authority (ISA) concerning vetting and barring.

Signing in Procedures

All visitors must report to the school office and sign in, they must not go through into the main school until this is completed. The signing in book is on the shelf in the foyer. Visitors must then collect and wear either a general, yellow badge or a designated badge from the office staff. There are designated badges for supply teachers, club leaders, governors. Haywards, the cleaners, have their own badges on their uniforms.

Staff have been informed to politely challenge any visitor not wearing a badge and escort them to the school office to complete the procedures.

Contractors working on the fabric of the building must also examine and sign the Asbestos Log. On signing in all contractors are given a copy of the leaflet produced by Herts HR Safe Staffing Team: "Guidance for Adults Visiting or Working on a School Site."

A large group of visitors who have been invited to the school for an open evening, for a special event or to a scheduled performance by a class, team or group, do not have to sign in, but will be made aware of evacuation procedures and points to exit the building.

Visitors should not access other parts of the school during/following the event.

Special Situations

'Estranged' parents have rights to visit the child's school, unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a "good faith" effort to notify the custodial parent in advance of the visit.

The use of inappropriate language or threatening behaviour will not be tolerated but, in the unlikely event, that a conflict arises between the school and a visitor, the head teacher or member of the Senior Leadership Team would follow the guidance laid down by Herts CC "Handling Conflict with Visitors".

Support for Visitors

Staff at Goldfield are keen to make all our visitors welcome. Visitors should take time to look at our Welcome Folder which is available in the school entrance foyer. The member of staff who has invited the visitor, is responsible for them. Tea and coffee will be offered to them at break times but it must be noted that hot drinks should not be taken near children. A welcome notice is on display in the foyer and each class has a sheet giving helpful hints on display. All staff, who can be recognised by their ID badges, are happy to deal with any queries the visitor may have. As a school we value the contribution visitors make, especially our parent helpers, to the teaching and learning here at Goldfield.

Other Important Information

- Mobile Phones should **not** be used within the school building, without specific permission from the Headteacher or Office Manager.
- Photographs should be **not** be taken on any part of the school premises without permission from the Headteacher, Senior Leadership Team or Office Manager.
- There is no parental parking on site (except for parents of children using Buttercup Club) but visitor bays are available and a Disabled parking bay.
- Please ensure all gates to the school are securely closed behind you at all times.
- All external classroom doors should be locked at break times.
- A toilet is located by the main school entrance.
- There is a 'no nut or Seeds' policy on school premises.
- There is a 'no smoking' policy on any part of the school grounds.

Appendix

Welcome to Goldfield Infants' and Nursery School



Visitors please sign in and collect a badge
from the office.

Please familiarise yourself with the fire
evacuation plan.
(See the front of the signing in book.)

If you need anything, feel free to ask a
member of staff.

Thank You