

Donnington Wood Infant School & Nursery



Visitor Policy

Date of Policy Creation	February 2023	Named Responsibility	Headteacher – Mrs C Boddy
Date of review completion	March 2023	Named Responsibility	Full Governing Body
Inception of new Policy	10th March 2023	Named Responsibility	Mrs C Boddy
Review due	March 2025		
Date of Policy Adoption by Governing Body	9th March 2023		

Aims

The purpose of this policy, and its associated procedures, is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

Objectives

The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Protocol and Procedures

- Visitors must sign in at the office. All formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification and/or their DBS.
- All visitors enter the school building through the main door and report to Administration staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors will be signed in by a member of staff
- All visitors are required to wear a visitor lanyard at all times
 - Red lanyard – visitor must be accompanied at all times by a member of staff
 - Green lanyard – visitor may be unaccompanied
- All visitors are given a copy of the Visitor Information Leaflet detailing safeguarding expectations, emergency procedures and general visitor information (Appendix 1)
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

- Mobile phones must not be used by anyone unless there is an emergency. Other mobile devices must only be used in accordance with the Mobile Device Policy and Acceptable Use Policy.
- Visitors must sign out at the office and return their visitor lanyard before leaving the site.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. Visitors without identification may be refused entry. In the event that the visitor refuses to comply they may be asked to leave the site immediately..

If an unknown/uninvited visitor becomes abusive or aggressive they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for. The Headteacher and/or Deputy Headteacher will be informed immediately.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Linked Policies

This policy should be read in conjunction with other related school policies: including:

- Safeguarding & Child Protection
- Healthy and Safety
- Fire Safety

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is reviewed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

Visitor Toilets

Toilets are located in the 'Hub' (accessed through the school office) and in nursery. Disabled toilet facilities are located in school and nursery. Visitors must not enter pupil toilet facilities at any time.

Fire Evacuation

The fire alarm is a continuous bell. If the alarm sounds, please leave the building via the nearest designated fire exit. Plans are displayed in each room showing the nearest fire escape route. Please report to the assembly point (the school field) and wait until you are advised to re-enter the building.

Health and Safety

Please bring any health and safety concerns to the attention of the school office staff, site staff or member of the Senior Leadership Team.

First Aid and Accidents

First Aid is provided to all pupils by qualified Paediatric First Aiders. Two members of staff are 'First Aid at Work' qualified for any accidents involving adults. All accidents, incidents or near misses must be reported to a member of staff immediately.

Data Protection & Privacy

The General Data Protection Regulation (GDPR) protects individuals' privacy and ensures that personal data is processed fairly and lawfully. We keep personal data safe and secure. It is not shared with anybody else without an individual's knowledge and consent, unless we are required by law to do so. Please do not gather or store personal data for pupils or members of staff without their knowledge and in accordance with GDPR regulations.

Concerns can also be reported direct to Family Connect on 01952 385385 or you can call the NSPCC on 0808 800 5000.
If you think a child is in immediate danger call the police.



Donnington Wood Infant School & Nursery

learning, caring, preparing

Visitor & Safeguarding Information

The welfare and safety of everyone is our highest priority. We expect all staff and visitors to uphold our commitment to keeping everyone safe.

This leaflet contains information about our expectations of you whilst you are visiting. By signing in you are acknowledging that you have read, understood, and will abide by our procedures and expectations. If you are unclear about anything, please speak to any of our Designated Safeguarding Leads.

Please keep the leaflet in a safe place so that you can read it again if you need to.

- Visitors must sign in at the office. All visitors will be asked to provide ID.
- Visitor lanyards must be worn and visible at all times.
 - Red lanyard – visitor must be accompanied at all times by a member of staff
 - Green lanyard – visitor may be unaccompanied
- Mobile phones must not be used by anyone unless there is an emergency. Other mobile devices must only be used in accordance with the Mobile Device Policy and Acceptable Use Policy.
- Visitors must sign out at the office and return their visitor lanyard before leaving the site.

A copy of the school's Child Protection & Safeguarding Policy is available from the office or on the school's website www.donningtonwoodinfants.co.uk

Keeping children safe

If you are concerned about the safety of any child in our school or nursery, you must report this to one of the Designated Safeguarding Leads (DSL).



Mrs C Boddy
Headteacher



Mrs R Butler
Pupil & Family
Support Manager



Mrs S Pitt
Deputy Head



Mrs A Hannington
Assistant Head

Keeping yourself safe

- Be professional in how you speak to all adults and children.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on on your own with a child. If you need to work 1:1 with a child then always make sure that you are visible to others.
- Always tell a safeguarding lead if a child touches you or speaks to you inappropriately. Write down the incident / time / date and pass it to a Designated Safeguarding Lead immediately.

Keeping everyone safe

If you have any concerns about the conduct of any adult within the school or nursery, please notify the Headteacher (Mrs Boddy) or in her absence the Deputy Headteacher (Mrs Pitt) immediately. Alternatively you can notify the Local Authority Designated Officer (LADO) via Family Connect on 01952 385385

If a child or adult tells you something which concerns you.....

- React calmly
- Listen carefully to the child or adult
- Do not ask questions
- Tell the child (or adult) that you need to tell someone else – you cannot promise to keep it a secret (confidential)
- Make accurate notes of what the child (or adult) said
- Pass your concern immediately to a Designated Safeguarding Lead (or Headteacher for adults) who will then follow our safeguarding procedures.

It is not your responsibility to investigate

What is Abuse?

Any form of neglect, physical, emotional, or sexual mistreatment or lack of care that leads to harm or injury. It can happen to anyone regardless of their age, gender, race or ability.

What is discrimination?

When people receive less favourable treatment on any grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for another dependant or where the person lives.

What is bullying?

A wilful, conscious attack on the self -esteem or the person of an individual. It includes jibes, name -calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.