ST. ALBAN'S
Catholic Primary School

ST ALBAN'S CATHOLIC PRIMARY SCHOOL

VISITOR POLICY

Important coronavirus (COVID-19) update

We have added Appendix 1 to this policy, which provides details on managing visitors to the school premises during the coronavirus (COVID-19) pandemic

Last updated: October 2023

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Appendix 1 – Visitors to the School Site During the Coronavirus (COVID-19) Pandemic

Statement of intent

This policy is designed to outline St Alban's Catholic Primary School procedures regarding visitors to our school grounds.

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.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Legal framework

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

- The Health and Safety at Work etc. Act 1974
- DfE (2020) 'Keeping children safe in education'
- The Childcare Act 2006
- Education Act 1996

1.2. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Health and Safety Policy
- First Aid Policy

2. Authorisation

2.1. 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, who can be contacted on 0121 444 6530.

2.2. The 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.

2.3. The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

2.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

2.5. Visitors who arrive at the school without a 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 the supervision of a teacher, member of school office staff or member of the SLT.

2.6. 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 will follow the visiting procedures outlined in section 4.

3. Safeguarding

3.1. 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.

3.2. 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 and 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.

3.3. The headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

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

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

4. Visiting procedures

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

- Immediately report to the school reception area on arrival
- Provide their details to Mrs Birdi including:
  - Name
  - Purpose of visit
  - Name of pupil the visit pertains to/staff member who arranged the visit
  - Expected length of visit
- Sign-in using the electronic sign in screen
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' book upon departure
- Return ID badges to the school office before departure

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

Safeguarding leaflets will be given by Mrs Birdi or Mrs Thompson.

4.3. Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

4.4. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

5. Exceptions

5.1. Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in section 4.

5.2. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

6. Unidentified individuals

6.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

6.2. Any such visitors will be directed to the school office where they can sign-in.

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

6.4. 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.

7. Visitor conduct

7.1. The school reserves 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.

7.2. 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.

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

8. Monitoring and review

8.1. This policy will be monitored and reviewed on an annual basis by Mrs Mckinney.

8.2. The next scheduled review date for this policy is October 2024.

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

Visitors to the School Site During the Coronavirus (COVID-19) Pandemic

Statement of intent

St Alban's Catholic Primary 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 the school, e.g. to deliver supplies, which is why we have implemented the temporary practices and procedures outlined in this appendix.

1. Legal framework

1.1. 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'

1.2. This appendix operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Infection Control Policy
- Social Distancing Policy Statement
- Coronavirus (COVID-19): Visitors in School Risk Assessment

2. Before visiting the school

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

2.2. To mitigate mixing and visitors spending longer periods on the school grounds, all deliveries will be left outside the main entrance to the school. Signs will be displayed on the route into the school grounds asking delivery drivers to use the school intercom to notify the office of any deliveries.

2.3. Where possible, people will give the school two weeks' notice before visiting the school. People will request visitation rights by contacting the school office on 0121 444 6530.

2.4. 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.

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

2.6. Anyone who does not want to submit their details or outline a reason for visiting the school will be denied access to the school grounds.

2.7. The headteacher will review all visitation requests and reserves the right to reject requests if there is no legitimate reason to visit the school.

2.8. Official bodies, e.g. Ofsted and the police, will not have to request a visit to the school; however, they will be required to submit their contact details for testing and tracing purposes.

2.9. Once visitation requests are authorised by the headteacher, visitors will be sent a copy of the school's Infection Control Policy Social Distancing Policy Statement to understand the measures in place to protect themselves, staff members and pupils.

2.10. When they come on to the school grounds, visitors will be asked to sign a form declaring they are in good health and that they have not been exposed to coronavirus, and to acknowledge that they have read and will adhere to the relevant documents.

2.11. 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.

3. Infection control

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

3.2. Visitors will be asked to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19).

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

3.4. Visitors will not enter the site if they are displaying symptoms of coronavirus – they will inform the headteacher of this as soon as possible via telephone.

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

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

3.7. 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.

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

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

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

4. Social distancing

4.1. Visitors will adhere to the Social Distancing Policy Statement at all times.

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

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

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

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

5. Monitoring and review

5.1. This appendix will be reviewed by Mrs Mckinney in response to any new government advice.

5.2. Updates to this policy will be communicated to all staff members by Mrs Mckinney.

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