

Metheringham Primary School-Visitors Policy and Protocol

January 2024

Introduction

This document is intended to give informative and friendly advice to all those who enter and use Metheringham school. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, pupil's safety is guaranteed and that our relationships with the neighbouring community is not compromised by parking access to their homes being minimised.

General Overview

All visitors must report to the reception, give their names, company and purpose of visit. From there they will be directed to the visitor's book to fill in their details. Visitors will be informed if there is a fire drill planned for that day. They will be instructed to follow the adult that they are visiting to the 2 assembly points. Fire escapes are signposted and identified throughout the school and assembly points are also detailed on the fire action posters in rooms.

Visitors badge agreement

Upon receipt of a visitor's badge they will need to fill in the details and sign to say that they have:

- Signed in
- Been asked to read the safeguarding leaflet and safety poster
- Agreed to abide by the rules of the school governing body.
- Stated the purpose of their visit and with whom they are meeting (if this is applicable)
- Written down the registration of their vehicle in the visitor's book

- Stated that their vehicle is parked in the school car park or in the overflow car park.

Returning the badge and signing out

Visitor's badges should be returned to reception once the visitor leaves. When visitors return their badges they should be asked if they have 'Signed Out'.

Visitors without badges (known as well as unknown)

Any visitor not wearing a badge will be challenged by staff. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

If you see a visitor who is known to you but is not wearing a badge, the chances are that they have not followed the correct visitor's procedures (see above) and so it is your duty to politely remind them of our protocol and request that they return to the office to obtain a badge.

Occasional visitors should not be given the door lock codes and should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring equipment into school.

Parents visiting or bringing pupils into school after appointments etc.

All parents must follow the visitor's procedure and obtain visitors badges at all times no matter how well they think they are known to staff. This will also be the case even if they have pre-arranged meetings with teachers and other professionals. They must abide

by all procedures as they will not be known by everyone on site.

Parents as visitors

Parents who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at reception and wait in the foyer for a member of the classroom staff to come and collect their child. They must not – leave their child without seeing the secretary or someone in authority and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

Polite Note

Parents must always follow the signing in procedures. Parents and carers must not walk through the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupils and staff alike.

If parents wish to discuss issues with staff they can do so via Seesaw, phone call, appointments and letters. Discussion cannot take place in class in front of pupils or during lesson time.

Parents as volunteers

Parents who are assisting in school as volunteers must follow the signing in process but, on receipt of their visitor's pass may then proceed to the class in which they will be working, which will have been organised by a senior member of staff by prior arrangement.

Important to note

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists, Social Workers, Complex Special Needs Team etc. should be wearing the standard visitor's identification badge which states their details and is worn on a ribbon around the neck. They should still enter their details in the visitors' book and be compliant with our regulations.

After school hours

Metheringham School has frequent visitors after the official school day i.e. 3.30pm. Workmen will generally ask for the assistance of the caretaker and it is the responsibility of the member of staff or caretaker to ask these visitors to follow the protocol above as staff and pupils may still be on site due to after school clubs and extended schools projects.

Therefore, it is important that **ALL** staff are knowledgeable about the Visitor's Policy and where badges are kept, questions to ask etc.

There are also a number of community users which utilise Metheringham School's facilities and these 'User Groups' also need to follow the protocol, so when the office is not used, they must seek out a member of staff, preferably the caretaker.

Reading

Visitors are asked to read the safety information sheet attached and the safeguarding information.