



# Visitors Policy

## Oct 2024

SAF-14



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Personnel & Safeguarding	October 2024	October 2026

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### EQUALITY IMPACT STATEMENT

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

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## The Aim of this Policy

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.

## The Objectives of this Policy

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

## Procedures

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

## Visitors Invited to the School

Formal visitors representing the council, businesses, contractors, outside agencies etc are required to present formal identification.

All visitors enter the school building through the main door and report to office staff.

All visitors must state the purpose of their visit and whom has invited them or whom they wish to see. They should be ready to produce formal identification.

All visitors are required to sign in on the tablet outside each office.

All visitors are required to wear an identification badge on a lanyard.

All visitors new to the school are made aware of the Visitors' Code of Conduct and evacuation procedures in an emergency.



All visitors new to the school 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.

On departing, visitors leave via reception.

Sign out on the tablet.

Return the identification badge.

## Visitors invited to the School for an event

If the event is during the school day and there are likely to be large numbers in school buildings, eg, curriculum information meetings, class events, office staff will ask visitors to sign a sheet and there will not be a requirement to wear a badge.

## Parents/Carers dropping off and picking up children

The school operates an open door policy with regard to dropping off and picking up children at the Junior site, allowing parents and carers to enter school premises at three entrances without having to sign in/out. At the start of the day, gates are locked at approximately 9.05am and any person on site without identification after that time is challenged.

At the end of the day, at the Junior School, the gates are opened at approximately 3.20pm and parents/carers are allowed to enter without having to sign in/out. Staff hand children over to known persons only.

At the Infant site, parents/carers are allowed into the playground before and after school. There is a member of staff at the main door allowing children to enter in the morning and parents/carers will be allowed in without signing in if they are leaving again after drop off. In the afternoon, parents/carers wait in the playground and staff hand children over to known persons only.

## Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to establish who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and the Headteacher or Deputy Headteacher is informed. The Headteacher/Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, support is sought from another member of staff and the visitor 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.

## 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.



Office staff must ensure that new volunteers are aware of their obligation to read and follow the guidelines within the leaflet entitled “Safeguarding Advice and Guidelines for Parental Support in School (and other volunteers)”

## Visitors’ Use of Mobile Phones and Devices.

As explained in our e-safety Policy:

- Parents, Volunteers and, Governors helping in school should be focussing on the pupils. They must switch off their phones and not use them whilst on site. If a visitor needs access to their phone for an emergency they must request permission and a member of the senior leadership team will permit access if appropriate in specific designated areas.
- Members of staff and governors are expected to challenge visitors if they have concerns and will always inform the DSL of any breaches of school policy.
- Governors and visitors attending on school business (other than helping pupils or staff): phone calls or texts are acceptable only if they relate to school matters. They should request permission and use only in specific designated areas and not in the presence of pupils.

## Linked Policies

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

- Child Protection
- Confidentiality
- Health and Safety
- Governor Visits Policy
- DBS Checks for Volunteers Procedures and Policy
- Code of Conduct for All Visitors
- Leaflet – Safeguarding Advice and Guidelines for Parental Support in School (and other Volunteers)
- Disruptive Visitors

Any visitor whose conduct is deemed unacceptable may be refused entry to the school in future. This decision will be taken by the Headteacher or Deputy Headteacher in consultation with members of staff with whom that visitor has come into contact.