



## Safeguarding Visitor procedures

### PURPOSE :

The staff and governors are working hard to make the school as safe and secure as possible for our children but at the same time to make the school as open as possible to parents/visitors. For this to work we need your full support and cooperation.

The Head, governors and staff of Ashton Keynes Primary School ('the School') are very aware of the importance of Safeguarding and maintaining a high level of personal security within the school as well as reducing potential risks.

The purpose of this document is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety. This document is to work in-conjunction with the schools main safeguarding/security policy.

### Visitor definition:

Any individual who is neither a current student of the school nor a current employee of the school will be regarded as a visitor. This includes but is not limited to: Parents/Carers, governors and FOAKS members, Inspectors, independent contractors, ex-employees, former students, volunteers, trustees etc.

### ORGANISATION : Responsibilities

Management responsibility for School Security is shared between the Governing Body, the Headteacher and the Office Team. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for school security is the Head Teacher. All employees have responsibilities for ensuring the security of the school site and premises.

You may be aware that security in schools has been tightening up and it is critical that no unregistered adults should be within the school building before/between/after registration and home time.

This applies no matter the circumstances even if they are known to the staff. All visitors without exception must report to the office when coming onto the school premises during the school day and only access the school through the main entrance. We hope you will understand that these measures are required to make sure we do our very best to keep our children safe.

**Visitors :** Procedure for management is as follows: Visitors will not be allowed unsupervised access to pupils or the school unless pre-approved by the Head or Class teacher.

**Short visit no further than the office:** Not required to sign in and must remain in the office and leave via the main door. They are not permitted to go any further than the school office.

Visitors without exception going further than the office and regardless of duration are required to check In and Out at the School Office and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure.

These visitors will be provided with a coloured identification lanyard and badge and will also be shown health & safety information. This badge must be displayed by the visitor at all times whilst they remain on the school premises and handed in and signed out on departure.

If this is their first visit, they are a parent/carer or the visitor is not personally known to the School Office staff, he/she must remain in the office until they are collected by their host.

**Parents/Carer for child collection:** he/she must remain in the office and the child will be brought to them (unless there are pre-arranged plans by the Head Teacher or class teacher, where they must then sign in and receive a badge) so the child can be signed out. They must all leave via the main door.

**Parents/Carers dropping off children/belongings :** he/she must remain in the office and the child will be sent to class (unless there are pre-arranged plans by the Head Teacher or class teacher – check , where they must then sign in and receive a badge). Belongings/equipment can be left in the office and the child can collect.

**All contractors** are required to check in and out with the office team and comply with all other management controls.

**Parents/ Carers** will be expected to leave the playground through the small gate before the bell rings and not go to other parts of the school. If they have an appointment during school hours they will need to register as normal at the office and be collected by their host. In this way we will know who is in the school.

At the end of the school day all exit gates will remain closed until 3.10 pm ( no earlier ) and then the small side gate will be open to exit, this will remain open for after school clubs.

## **Parking:**

Visitors will be asked where they have parked and be issued with a notice for their car if near the school. This will inform residents that the car is with a visitor at school.

Parents and carers are no longer able to drive onto the site for the purpose of dropping off and/or picking up their child before and after school, as this has been identified as a significant health and safety risk. Parents and carers should drop off and or pick up a little distance away from the school entrance in order to avoid congestion and minimise the risk of accidents.

During the first few weeks, teachers and management will be present to inform and remind parents about this procedure.

Thank you for your support

Head Teacher and FGB.

