

ST ALBAN'S PRE SCHOOL
Recording Visitors to Premises Policy

Policy Statement

St Alban's Pre School welcome all visitors, whatever the purpose of their visit.

The Pre School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff.

This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of Pre School to ensure that this duty is uncompromised at all times.

In performing this duty, St Alban's Pre School recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS (without exception)** comply with the following policy and procedure. Failure to do so may result in the visitor's escorted departure from the school site.

Aim

To safeguard all children under this Pre School's responsibility both during school hours curriculum and out of school hours activities which are arranged by the Pre School.

Objectives

To have in place clear protocol and procedures for the admittance of external visitors to the school which is understood by Staff, Governors, Visitors and Parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The Pre School is deemed to have control and responsibility for its pupils anywhere on the school site during normal school hours. The policy applies to:

- All staff employed by the Pre School
- All parents/carers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Building and Maintenance and all other independent contractors visiting the school premises

Protocol and Procedures

Visitors to the school

All visitors to the school may be asked to bring formal identification with them at the time of their visit and must follow the procedure below.

- Once on site, during the school day, all visitors must report to Reception of St Alban's Catholic Primary School first. No visitor is permitted to enter the Pre School via any other entrance under any circumstances.
- At Reception, all visitors must state the purpose of their visit and who has invited them. Pre School is then informed and a member of Pre School staff accompanies them to Pre School.
- All visitors will be asked to sign the Visitors Record Book, which is kept in Pre School at all times, making note of their name, organisation, who they are visiting and car registration.

- All visitors will be required to wear a visitor's badge -the badge must remain visible throughout their visit.

Visitors Departure from school

On departing the school, **visitors must leave via reception and:**

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the visitor's badge to Pre School
- A member of staff should escort the visitor to the Reception in main school.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitor's book and be issued with a visitor's badge.

The procedures under 'Visitor's to the School' above will then apply. In the event that the visitor refuses to comply, they should 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.

Governors and Volunteers

All Governors must comply with Criminal Records Bureau procedures, completing a DBS disclosure form. Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitor's Book.

New Governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Head of Pre School and Chairperson of Governors.

Staff Development

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

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| This policy was adopted by | St Albans Pre School | <i>(name of provider)</i> |
| On | 23 June 2022 | <i>(date)</i> |
| Date to be reviewed | 23 June 2023 | <i>(date)</i> |
| Signed on behalf of the provider | <i>Elaine Mercer</i> | |
| Name of signatory | Elaine Mercer | |
| Role of signatory (e.g. chair, director or owner) | Head of Pre School | |
