

Kircubbin Integrated Primary School



Visitor Policy

Reviewed/Updated	Date
Updated	September 2020
Review	September 2023

The Aims 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 objectives 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

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school, the Principal must be informed with a clear explanation as to the relevance, purpose, date and time of the visit.

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

- All visitors enter the school building through the main door and must report to School Office.
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification.
- All visitors are required to sign in via the ipad located outside the school office.
- All visitors are required to wear a Visitor identification badge/lanyard.
- Visitors 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 and:

- Sign out via the ipad
- Return the identification badge to reception

Unknown/Uninvited Visitors to the School

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

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Principal/Vice Principal (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, 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

Regular volunteers are required to go through AccessNI clearance.

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 Principal and the Chair of Governors or Child Protection Governor.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

New Staff

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.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

ADDENDUM – COVID 19 PROCEDURES FOR VISITORS

Due to COVID-19 restrictions the number of visitors entering the building should be kept to an absolute minimum. Any visits should be cleared by the Principal/Vice Principal.

KIPS COVID 19 Visitor Policy

All visitors must adhere to the following guidance –

- Sanitise hands immediately upon entering the building
- Report immediately to the school office
- Sign in and collect a visitor pass
- Complete a COVID 19 Declaration Form (on ipad)
- Wear a face covering at all times whilst in the building
- Maintain a 2m distance between themselves and all adults and children where possible
- Only enter areas of the building they have been given permission to access
- Sanitise hands upon leaving the building



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- Only enter areas of the building they have been given permission to access
- Sanitise hands upon leaving the building

Monitoring and Review

This policy will be monitored regularly by the Senior Leadership Team and the issues arising reported by the Principal to the Governors. The policy will be reviewed by the Principal and the Board of Governors.

Signed: _____

Principal

Signed: _____

Chair of Board of Governors

Date: _____