

Nanpean Community Primary School
Nurturing Children's Passion to Succeed



Visitor Policy
Headteacher: Mr Nicholls

Approved by Governors (Date): November 2023
Next Review (Date): November 2026

This policy aims to ensure:

- the safety and security of all pupils, staff and visitors
- compliance with Health & Safety Regulations in our school
- development of effective partnerships with other agencies
- enhancement and enrichment of the curriculum through specialist expertise.

1. General procedures

All visitors are required to sign in using the school's electronic visitor system (or the paper version) when arriving at and departing from the school.

As part of the electronic sign in system, all visitors must read and sign to say they are aware of the school's Fire and Safety procedures and Safeguarding/ Child Protection Policy.

All visitors moving around the school site must wear a visitor's badge or a clear badge from their own employer.

All visitors who need to move around the school unsupervised must undergo a DBS check through the school or provide a DBS number/ DBS date of issue for DBS checks undertaken by Cornwall Council or a Letter of Assurance from their employer **before** visiting the school.

Staff at Nanpean School have been instructed to adhere to the following procedures when ascertaining whether a visitor to the school has a valid DBS check:

1. Check the identification of the person by asking for a work photo I.D. badge.
2. If they do not have a work photo I.D. badge, but their name has been recorded in the diary, check any other photo I.D. If their name is not in the diary, or a different person has been sent, call their employer to ascertain whether that person does work for their company.
3. Is the person an employee of any company on the following list?
 - Brannel School
 - Byrne Blackbelt Academy
 - Cornwall Council (should always have a council I.D.) – including Music Cornwall, Finance Technicians, Taxi Companies provided by the Council etc.
 - Health and Safety Compliance Visitors (on TPAT approved list)
 - Nanpean Nippers
 - NHS Kernow
 - OFSTED
 - Poltair School
 - Reef Water Services
 - SCITT Partnership
 - Stay Safe Workshops
 - TPAT (Truro and Penwith Academy Trust) Staff

Once their identity is verified, and they are on point 3's list, they are covered by a Letter of Assurance and do not have to be supervised around the school.

Once their identity is verified, but they are not on the list, they must be supervised around school at all times.

2. Types of visitors

This policy applies to parents/carers (both current and prospective), adults seeking employment in school, other professionals / agencies, supply teachers, representatives from the community, contractors, governors, teachers from partner schools, students, work experience, and volunteer workers.

3. Safeguarding/Child Protection

All visitors without Disclosure and Barring Service (DBS) Clearance should not speak to or approach children. They must always have a member of staff in attendance with them.

Any visitors on site who are not recognised, or who are not appropriately 'badged', should be politely asked about their reason for being on the school site.

4. Fire

The fire alarm can be raised by using the glass break panels around the school.

The fire alarm is a **continuous ring of the bell**.

The assembly points are located outside the school – as indicated on the maps in each room.

In the event of the alarm being raised you must go immediately to your designated assembly point to be included in the registration call.

If there is any other type of emergency evacuation, the same procedure as for fire will be followed.

All fire exits routes must remain unobstructed at all times.

5. Lockdown

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

If children are inside and the office staff become aware of a threat to the safety of children, the school bell will be sounded five times with the last (fifth) ring being extended. If children are outside and a threat to the safety of children is noticed by a staff member on duty, they will sound their whistle five times with the last (fifth) whistle being extended. This will indicate the initiation of lockdown procedures. They will then radio to another member of staff who will notify the office staff, and the office staff will ring the school bell five times with the last (fifth) ring being extended. As soon as the lockdown bell has been rung, the procedures should be followed – *see Lockdown policy*.

6. Traffic on site

All drivers need to be aware that pupils may be in or near to the car parking area and great care must be taken particularly when reversing vehicles.

The site speed limit is 10mph and this must be strictly observed.

Where possible you should reverse into a parking space and drive out of it.

You must not park any vehicle in, or so as to obstruct any area designated for Emergency Services or across emergency / fire exits from the school.

You also need to be very careful on the roads surrounding the school between 8.00am and 4.00pm when children are arriving or departing from school.

7. First aid

If at any time you require first aid assistance, you should contact any of our first aiders.

8. Reporting Accidents

All accidents on the school site must be reported to the school secretary before leaving the school site.

9. Risk Assessment

A risk assessment for the work to be carried out must have been completed by the school and you must be familiar with the content. You must also have seen a Safe Working Procedure for the activity to be carried out.

10. Material Hazards

Before disturbing any existing structures you must ensure that you have ascertained if they contain any hazardous materials e.g. Asbestos. This must be checked prior to any work taking place. If you have any queries regarding such matters you must contact the Headteacher before any work takes place.

11. Control of Substances Hazardous to Health

An assessment of the materials and/or processes to be used must have been completed by the school / trust. You must be familiar with the content before you use them.

12. Safe Working Procedures

Where a safe working procedure is required for an activity, you must ensure that you have seen it and understood the content.

13. Working at Heights

You must be familiar with the school's risk assessments and safe working procedures for working at heights. Suitable access equipment must be provided by the school and must be used correctly.

14. Use of equipment

You must not use any items of equipment which belong to the school unless you have received the correct training and information to enable you to do so.

If you intend to bring your own equipment / materials into school for use by yourself or others, you must ensure that they are safe and suitable for use in a school.

In particular you must ensure that any mains electrical equipment brought onto site is either covered by the manufacturer's warranty or has been portable appliance tested.

15. Outside agencies

Visits by outside agencies to observe pupils or work with pupils must be cleared with the Headteacher first.

16. Curriculum enhancement/enrichment

Ensure the visitor compliments the school's planned programme or scheme of work.

Ensure the visitor has expertise in the subject they are delivering and has the skills/expertise in delivering the session to young people.

Discuss and agree the aims of the session, professional boundaries, discipline of pupils, etc.

Inform visitor of pupils' individual needs, ethnicity and culture.

Provide access to school policies relevant to the visit, e.g. confidentiality, risk assessments, SRE, etc.

Ensure activity meets Health and Safety regulations.

Policy reviewed: November 2023

Reviewed by: Matt Nicholls (Headteacher)

Next Review date: November 2026