



Brookland Junior School

Visitors' Policy

Statement of intent

This policy is designed to outline **Brookland Junior School** policy regarding visitors to our school.

We enjoy welcoming visitors into our school and have created this policy to set out how visitors should support our children's safety and wellbeing.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Engage with the community and outside educational influences in a structured and productive manner.

1. This policy operates in accordance with the following school policies:

- **Work Experience and Volunteer Policy**
- **Safeguarding & Child Protection Policy**
- **Health & Safety Policy**

2. Authorisation

- 2.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on **0208 346 6937**.
- 2.2. The date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable will be recorded in the school diary.
- 2.3. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this to the Headteacher for authorisation. Visitor information will be passed on to the school office, before the visit takes place and the visit is logged onto the online calendar
- 2.4. Visitors who arrive at the school without a prior appointment maybe turned away or may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of the reception staff or member of the senior leadership team.
- 2.5. Parents are discouraged from visiting the school during school hours unless for an arranged appointment, school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

3. Visiting procedures

3.1. All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school office on arrival
- Provide details to the office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
- Sign-in using the school's electronic signing in
- Display school visitor badge provided at all times while on school site
- Sign-out using the school's electronic signing in system

3.2. Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a safeguarding concern and emergency procedures.

3.3. Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.

3.4. Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

4. Exceptions

4.1. Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

4.2. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.). Currently school events are only shared remotely.

5. Unidentified individuals

5.1. It is the responsibility of all staff members to politely question any individual who enters or wishes to enter the school premises unaccompanied and/or without a clearly displayed name badge.

5.2. Any such visitors will be directed to the school office where they can sign-in.

5.3. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

6. Visitor conduct

6.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

- 6.2. Brookland Junior School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 6.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 6.4. In the event of persistent occurrence of unacceptable behaviour on the school site, Brookland Junior School has the right to request a banning order from the London Borough of Barnet for the individual in question.