



Visitors Policy

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Visitors Policy

1. All visitors, including students on placement, volunteers, contractors and any staff without their key fob should report to Reception on arrival, where they should sign into school using the Inventory electronic system. If the person does not have an appropriate identity badge the Receptionist should provide them with a Visitors Badge and lanyard – green for visitors who can be in school unsupervised, red for visitors who cannot (see Point 2).

On occasions there may be practical difficulties involved in the signing in and/or issue of visitors' badges (see Point 11).

2. The name, vehicle number and who they are visiting should be recorded by each visitor and all the required information must be completed fully. The visitor will be issued with an appropriate lanyard/badge.

All visitors who have been through the HET clearance process and have an Enhanced DBS Certificate for Children and Vulnerable Adults will be issued a green lanyard.

Those visitors who have not been through the HET clearance process irrespective if they have an Enhanced DBS Certificate for Children and Vulnerable Adults will be issued a red lanyard and will be escorted at all times.

3. There may be occasions where restrictions/additional requirements are in place when accepting visitors to the school, for example, during the Covid 19 pandemic. These restrictions/requirements were displayed in the entrance to the school to ensure that visitors were aware.

4. It is the responsibility of all school staff to challenge any visitor to the building not wearing a lanyard/badge or who are unsupervised whilst wearing a red lanyard. Staff may wish to challenge any unaccompanied visitor who is wearing a lanyard/badge (particularly if not school issue) whom they see in school. Please be polite - use such phrases as "Are you being attended to?" "Do you need assistance?" etc. If in doubt, please ensure the visitor reaches their intended destination and/or inform an appropriate member of the Senior Leadership Team or the Administration Staff.

If a visitor is issued a red lanyard these must be accompanied at all times throughout their visit, appropriate staff e.g. Safeguarding/class teacher and staff they are visiting will be made aware.

5. Staff must ensure visitors to their area have signed in and are wearing the green/red lanyard/badge they have been issued with.
6. Staff must ensure that any visitor they let into school reports to Reception. Do not open the door to a visitor (particularly anyone not known to you) and leave them without ensuring the visitor is signed in appropriately.

7. Staff should not take visitors into areas of school without first having checked with the host staff that the visitor is expected. Do not make appointments/arrange visits for other members of staff without having first discussed the proposed visit with that member of staff.
8. Staff should inform the Headteacher, Safeguarding Team and other team leaders as appropriate, and in advance, whenever arrangements are made for other professionals, etc. to visit the school. This is to ensure the co-ordination of day to day arrangements, to maintain a management overview, and as a matter of common courtesy.
9. Staff who are expecting visitors must inform reception prior to their arrival giving the name of the visitor, company/organisation, date and time, and who they are seeing. If a staff member is arranging a visit they must discuss this with HR to ensure DBS requirements are met in advance.
10. When showing visitors around the school, please ensure minimum disruption and do not enter classrooms/areas where it would clearly be inappropriate to do so. Ensure that the dignity of all pupils and staff is respected and maintained at all times, particularly in the support areas.

The Staff Room is for the use of the school staff only (and students/others working in school); it is not a waiting area for visitors.

11. On departure all visitors must return to Reception to sign out and return their lanyard/badge. It is the responsibility of host staff to ensure their visitor(s) have registered their departure and have left the building.
12. On certain occasions (e.g. parent assemblies, Sports Days etc.), when large numbers of visitors are on site, it may be impractical and/or difficult to ensure that everyone signs in. In such cases a stick on visitor label might be issued or general access to the school building restricted. On such occasions staff must be vigilant at all times and the pupils/students must be supervised at all times.

When large groups attend school there are two formats for signing visitors in.

- 12a A paper signing in sheet with date, time in & out, registration number and who they are visiting. (This is for large groups. Governor visits, HET, other schools for PE competitions)
- 12b A digital spreadsheet on the school's One Drive preloaded with visitor's names red. Colour coded to differentiate in school/out of school. (This format is when we have asked for named visitors i.e. school events - Sports Day, Easter Parade, Parent/Carers events.
13. Pupils must not be allowed to leave the school site with any visitor who is not known to us, and without having first informed/received approval from the class teacher. They must be signed out on InVentry. If in doubt, please inform an appropriate member of the School Leadership Team or member of the Administration Team who will take appropriate action.

14. If a relative/friend is nominated by a parent/carer to collect a pupil and they are not known to staff, this will then be passed on to the safeguarding team, who will make contact with the family and a safe word password will be provided prior to the pupil leaving the premises with them.
15. All visitors must adhere to the Parent, Carer and Visitor Code of Conduct (Appendix A) whilst on site.

Appendix A

Article 3

All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children

PARENT, CARER AND VISITOR CODE OF CONDUCT

At Cambridge Park Academy we are very fortunate to have supportive and friendly parents/carers and friends of the school. Our visitors recognise that educating children is a process that involves partnership between home and school and the community and understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we welcome and encourage parents/carers and visitors to participate fully in the life of our school, listen to comments and suggestions and take any concerns seriously. We ask all visitors and parents/carers to sign in and out of the school and to wear a school visitor lanyard/badge on site. Visitors to the school must be accompanied at all times and must ensure they are never alone with the children.

In all communications we expect staff, pupils and visitors to the school to show respect and concern for others by: -

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- reinforcing the school's policy on Behaviour;
- respecting people of different racial origin, religion, culture and language.
- respecting the learning environment appropriately (both in school and off site),
- parking with consideration and respect for others when delivering and collecting children from school, attending events or providing a service.

In order to support a peaceful and safe school environment, the school does not tolerate: -

- disruptive behaviour which interferes with the operation of a classroom, office area or any other part of the school grounds;

- using loud and/or offensive language;
- threatening behaviour towards another adult or child.
- damaging or destroying school property;
- abusive, threatening, malicious or inflammatory emails, phone calls or social network messages (See Appendix 1 overleaf)
- smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated;

We trust that parents, carers and visitors will fully support this Code of Conduct.

Appendix B

Social media websites are increasingly being used to fuel campaigns and complaints against schools, and in some cases against other parents/pupils. Cambridge Park Academy considers the use of social media websites in this way as unacceptable and not in the best interests of the children or the school community. In the event that any visitor or parent/carer of a child or student being educated at Cambridge Park Academy posts libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. The school will also request that such comments are immediately removed.