



Featherstone Nursery School

Policy for visitors

Aim

To safeguard all of the staff, children and families during our opening hours (according to each site) and to ensure that they are safe from harm. We therefore expect visitors to comply with BCC expected Code of Conduct, Safeguarding and child protection procedures.

Objective

To have in place a clear protocol and procedure for the admittance of external visitors to our school which is understood by all the staff, governors, visitors and parents which conforms to all Safeguarding and Child Protection policy and procedures. To ensure that all visitors are welcomed and dealt with in a professional and pleasant manner.

Introduction

A visitor is defined as parents; maintenance and building contractors; other partner professionals delivering services/activities on site; persons attending scheduled meetings on site and any person seeking to enter the building who is not an employee of the Governing Body or a child enrolled at the Nursery.

Our sites are NO SMOKING areas and therefore any visitors observed to be smoking on the site anywhere within the perimeter fences will be asked to put the cigarette out or to leave the premises immediately.

Our staff will not tolerate abusive and threatening behaviour by visitors to our premises and we reserve the right to inform aggressive visitors in writing that they are banned from the site without prior arrangement.

The use of alcohol and/or illegal substances is strictly prohibited by visitors to our settings. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on to our premises.

As a Startwell Healthy Eating setting we will discourage visitors from consuming unhealthy food in front of any children attending our setting in order to set a good example. NB: This will not include during special celebration events.

This policy sits in conjunction with the schools policies on Safeguarding, Child Protection, Confidentiality and Health & Safety.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Head Teacher to ensure all personnel are aware of and comply with this policy;
- responsibility for ensuring that the setting complies with all equalities legislation;
- nominated a designated Equalities governor (the Chair of Governors) to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are circulated and explained to all staff and are made available to parents who wish to see them;
- responsibility for the effective implementation, monitoring and evaluation of this policy;

Role of the Head Teacher and Senior Leadership Team

The Head Teacher and SLT will:

- ensure all school personnel, children and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure that all contractors when working on the school premises cooperate with our health and safety policies and procedures and have an agreed working arrangement protocol in place;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the premises during times when the building is open and also outside usual opening times;
- check to ensure that working agreements are fulfilled;
- monitor the effectiveness of this policy;

Office staff will:

- comply with all aspects of this policy;
- greet all visitors with a smile and seek at all times to present a professional, pleasant and welcoming approach to visitors;
- ensure that all visitors sign in correctly and issue all visitors with the appropriate badge and colour lanyard;
- ensure that any visitors without the correct identification are checked with their employer and accompanied at all times when on the premises;
- all visitors must remain in the reception area until received by a member of staff or until they are directed to the correct room for the meeting/activity they are attending;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of the children, visitors and contractors;
- implement the equalities policy;
- deal with all incidents of discrimination or aggression and abusive behaviour if they feel able to do so, if not; to seek the support of a member of the SLT;

- report any concerns they have on any aspect of the school community to a member of the Senior Leadership Team;
- in the event of the fire alarm being sounded the office staff will ensure that the visitor's folder; all staff signing in folders and any registers are taken to the fire assembly point where they will check off all visitors to ensure that they have exited the building led by a member of staff;

All staff will:

- comply with all aspects of this policy;
- challenge politely any person on site not wearing a visitors badge and escort them to reception to sign in and to get a visitors badge; in the event the visitor refuses to comply with this request they will be asked to leave the premises immediately and escorted off site and a member of the SLT informed immediately so that they can assess the situation and call the police if necessary;
- take reasonable care of their own health and safety and also lead and direct any visitors to safety in the event of an emergency;
- implement the equalities policy;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community to a member of the Senior Leadership Team;

Role of Visitors and Contractors

Visitors will:

- report to the school office upon entering the school premises;
- confirm their status/identification by producing verifiable documentation;
- enter their details in the visitors book;
- wear a visitors badge at all times until they leave the building;
- comply with any instructions given by staff in the event of an emergency evacuation procedure;
- comply with the Code of Conduct and Child Protection/Safeguarding Procedures of the settings;
- if visitors feel unwell or have an accident whilst on the premises they must report to the office staff immediately in order to access first aid facilities or support and to complete the appropriate paperwork once the issue has been dealt with;
- ensure that they do not use mobile 'phones in our buildings;
- ensure they do not use any video/recording devices whilst in the building;
- sign out when leaving the building;

It is to the mutual advantage of the setting and the contractor that responsibility to each other and their employees is clearly recognised and understood and that by co-operation, they are able to achieve the highest possible standard of safety and operation during the course of the works.

Contractors will:

- comply with all health and safety policies and procedures when working on the school premises;
- act in a responsible and proper manner and adhere to all agreed working arrangements and risk assessments
- liaise with the Building Site Manager and Senior Office Manager throughout the duration of the works

Role of Parents/Carers

Parents/carers will:

be aware of and comply with this policy;
 be asked to take part in periodic surveys conducted by the school;
 support the school code of conduct and child protection procedures;

Policy agreed on: 22nd April 2015 Signed by Chair of governors:

Review Date	Revision Number	Policy agreed with all necessary amendments Signature of Chair
21 st September 2017	1	
20th September 2018 All changes made due to changes to CC delivery and any minor adjustments made	2	