

Newport Infant School

Visitor Protocol Policy

Date of Policy Creation/Last Review	September 2020
Policy Lead	Chris Pierce
Date of Policy Adoption by Governing Body	October 2020
Frequency of Review	Annually
Next Review Date	September 2021
Policy Category	Safeguarding

All visitors MUST sign in at the office on arriving at school.

All visitors must wear a badge whilst they are on the school premises either printed from the InVentry system or provided by the office staff.

Visitors will be asked to turn off their mobile devices whilst they are on the premises and place them in a bag. If they are unable to safely store their mobile device they will need to hand it in at the office where it will be kept in a locked cupboard for the duration of their visit.

Visitors will be asked to provide a copy of a valid DBS before entering school. Contractors will need to have a valid DBS number and students on placement at the school will need to be validated by their placement provider with details of their student DBS. Visitors from external agencies who have appointments at school and have an appropriate identification badge will not be asked to provide their DBS number.

Visitors who are on school premises under the provision for the Children's Centre must sign into school using the InVentry system. Where there is a group meeting, the leader must sign in on the InVentry system on behalf of the other visitors and a register of attendees completed in the Children's Centre. On leaving the premises the group leader should complete school's register of how many adults and children are in the group, which is held on Reception.

Visiting groups to the school must abide by the following protocol:

- Only visitors who hold a valid DBS can move around the school premises unaccompanied
- Group leaders must meet visitors without a DBS at the front of school and ensure that they are accompanied at all times on premises
- Visitors to the Children's Centre should use the toilet in Reception
- If there are visitors in school using the Children's Centre room the doors at either end of the Reception area must be closed so that there is no access to school
- Visitors will be given a copy of the school Safeguarding guide on arrival which they should read before going into school.
- Parents and families who come into school for performances must sign in and be escorted through school to the premises of their visit. They will not be permitted to use mobile devices except in the Hall where it is permitted during a performance. Visitors will be reminded that photos may only be taken for personal use and any breach of this which places photos on a

social media platform will result in that person being banned from using their mobile for future events.

- Family members who help for Educational Visits must be known to the school. They will only be permitted to be alone with children if they hold a current DBS. All other volunteers will remain with a member of staff for the duration of their visit. All helpers will receive information about the risk assessment for the trip and will be given a briefing to ensure that they know the rules for the visit and the key educational elements and health and safety points.
- Visitors must sign out before leaving the school building
- Reception parents access the school building at the start and end of the school day. In the morning they are met by a member of staff and at the end of the day they line up outside the classroom to wait for their child. At these times the internal doors in school which are lockable must be closed to limit the access.

COVID 19 Addendum

Visitors will be limited to those from external agencies who support the health/education and safeguarding of pupils and essential contractors. The Children's Centre will not offer sessions to groups from outside school until it is deemed safe to do so.

All visitors will be provided with a COVID 19 Safety leaflet on arrival at school.