

**Haggonfields Primary School**  
Headteacher: Mrs E Grierson



# Visitor Policy

**Contents:**

[Statement of intent](#)

1. [Authorisation](#)
2. [Visiting procedures](#)
3. [Exceptions](#)
4. [Unidentified individuals](#)
5. [Visitor conduct](#)
6. [Monitoring and review](#)

## **Vision**

At Haggonfields Primary School we aim to ensure that all of our children become confident, independent learners with an enthusiasm for acquiring knowledge. Children are supported to develop and maintain positive relationships and to respect and value both themselves and others. We deliver an exciting and innovative curriculum that engages and develops the whole person. We ensure that the curriculum and resources are flexible, adaptable and relevant for the needs of all learners in an evolving world and encourages individuals' interests and aptitudes to flourish.

We aim to:

- Work in partnership with the wider community to encourage everybody to make their own unique contribution to support others
- Build strong, positive and supportive relationships between pupils, staff, parents, governors and the community
- Develop children's collaboration skills
- Work closely with parents and families to ensure that children are safe and flourish through their school years
- Provide a safe setting in which to learn, where children, parents, governors and staff know that they are valued

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.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## **1. Authorisation**

- 1.1. 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, that can be contacted on 01909 473992.
- 1.2. The office will record 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.
- 1.3. The school office will be contacted about a proposed visitation at least one week in advance.
- 1.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office.
- 1.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy and available to do so. The visitor will not be allowed into the school without the supervision of a member of the school staff.
- 1.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

## **2. Visiting procedures**

- 2.1. All visitors to the school, including parents, should comply with the following procedure:
  - Immediately report to the school reception area on arrival
  - Provide their details to the reception 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 sign in app on the IPAD
  - Display ID badges provided at all times while on school property
  - Sign-out using the sign in app on the IPAD upon departure
  - Return ID badges to the school office before departure

- 2.2. Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.
- 2.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 2.4. Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.
- 2.5. 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.

### **3. Exceptions**

- 3.1. Parents/carers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- 3.2. 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.).

### **4. Unidentified individuals**

- 4.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- 4.2. Any such visitors will be directed to the school office where they can sign-in.
- 4.3. 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.

### **5. Visitor conduct**

- 5.1. 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.
- 5.2. Haggonfields Primary 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.
- 5.3. 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.

- 5.4. In the event of persistent occurrence of unacceptable behaviour on the school site, Haggonfields Primary School has the right to request a banning order for the individual in question.

## **6. Monitoring and review**

- 6.1. This policy will be monitored and reviewed on an annual basis by the headteacher.
- 6.2. Amendments to the policy will be communicated to all members of the school community.