



Rudgwick Primary School

Visitors Policy
(Including a Policy Towards Aggressive Behaviours)
Feb 2017

Review by: Head Teacher

Approve by: Head Teacher

Date for review: February 2027

Review frequency: 10 years

Our vision: Rudgwick Primary School aims to be a community where everyone is **inspired** by a love for learning, is supported and encouraged to **believe** in themselves and is enabled to **achieve** success.

This Policy should be read in conjunction with our other Safeguarding Policies and procedures (including Prevent statements)

At Rudgwick Primary School, safety of our school community is paramount. Our Safeguarding Policies and procedures help to keep everyone safe and are in place to protect the vulnerable. Our ultimate aim is to ensure that children at Rudgwick can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives of this Policy:

- To make all visitors welcome
- To prevent unauthorised visitors from entering the school
- To monitor visitors carefully during their time in school
- To be accountable for all visitors at all times

Strategies

- All visitors invited into school must have permission from the SLT or Premises Officer and their appointment written in the diary.
- All visitors/speakers who will work with children should be carefully selected and researched. They should be respectful of equality and diversity. Any concerns should be reported to the Safeguarding Officer
- Good diary habits are paramount so that visitors are expected and can be made to feel welcome
- All visitors must report to the reception office where they will be asked their name, the nature of their visit and to present ID

- All visitors will sign in and sign out and wear a numbered visitor's badge/lanyard. They should confirm with initials that they have read the fire and safeguarding procedures.

Responsibility

- The whole school community is responsible for the care and safety of each other and strangers should always be challenged
- The Governors and Head Teacher are responsible for the implementation of this policy
- The Head Teacher is the Designated Person responsible for Safeguarding, supported by the Deputy Head Teachers and Year 1 teacher.

This policy applies to:

- All teaching and non-teaching staff employed by the school. Safeguarding Policies will be shared during induction.
- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and visitors linked to topics ie authors etc).
- All Governors of the school
- All parents/carers and parent helpers
- All pupils
- Other education or health related personnel (County Council staff, Inspectors etc) □
Building and Maintenance Contractors

Protocols and Procedures

- All visitors to the school may be asked to provide formal identification at the time of their visit
- Regular visitors and helpers will be asked to provide a DBS
- Clubs/coaches will need to provide a DBS, insurance documentation and adhere to our Hiring and Lettings policy
- All visitors and staff should enter the building through the main front door and should follow our school procedures for signing in and out
- The office staff must ask for all visitors to provide identification, to sign in and explain the school lanyard. They will also be asked to hand back their lanyard and sign out. Names of visitors will be checked against the diary.

- Visitors will be escorted to their point of contact or wait until their point of contact meets them. The contact will then be responsible for them while they are on the school site.

Any visitor who does not show the appropriate identification will be unable to have unsupervised contact with a child.

Any visitor who refuses to comply with our Safeguarding and expected behaviours will be asked to leave the site immediately.

Expected Behaviours of Visitors to Rudgwick

- Our aim is to work in collaboration with our community and with parent/carers so that we achieve the best for the Rudgwick child
- The Governing Body expects and requires all school staff to behave professionally. However, during difficult situations with visitors, staff have a right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate selfdefence.

Types of behaviours that will not be tolerated by Rudgwick staff are

- Shouting at another person either in person or on the phone
- Physically intimidating behaviours including shaking or holding a fist or finger towards another person
- Threatening behaviour including swearing, pushing, hitting, spitting
- Racist or sexist comments
- Breaching the school's security procedures
- Aggressive or threatening behaviour towards staff or their families via social media or email

All cases of unacceptable behaviour will be recorded in Appendix A and may result in the local authority and/or the police being informed.

Visitors displaying this behaviour may be banned from the school site for a period of time, subject to review.

Linked Policies

All Safeguarding Policies and Health and Safety Policies including:

- Child Protection and Safeguarding Policies (Incl Prevent)
- Safer Recruiting
- Health and Safety Policy

- Whistle Blowing
- Hiring/Letting Procedures

Appendix A

Record of aggressive or abusive behaviour towards staff – Rudgwick Primary

Date	Member of staff or other community member	Name of person being abusive/aggressive	Record of Incident	SLT member informed (signature)	Action Taken