



BALLYORAN PRIMARY SCHOOL

Visitors Policy

December 2020

Rationale

Ballyoran Primary School prides itself and is well known for its very welcoming ethos. We assure all visitors of a warm, friendly and professional welcome, whatever the purpose of the visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. It is the responsibility of the Principal, Vice-Principal and senior staff to ensure that this duty is followed at all times.

In performing this duty, the school recognises that there can be no complacency where safeguarding procedures are concerned. The school therefore requires that all visitors comply with this policy and its associated procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Aims & Objectives

- To safeguard all children and staff.
- To protect and preserve resources against theft, vandalism and misuse.

Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site during school hours, during after school activities and on school organised off-site activities. Visitors are defined as all people other than current staff members, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All governors of the school
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- Parents and volunteers (not collecting or dropping off pupils)
- Other education related personnel (advisors, inspectors, health professionals)
- Building and maintenance and all other independent contractors visiting the school premises

Protocols and Procedures

- Before any visitor is given permission to come to the school, the Principal, Vice-Principal, or a member of the School Leadership Team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. The visit will be entered into the School Calendar when agreed.
- Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the School Calendar.
- All visitors must report to Reception on arrival.
- Visitors should not be given access to the building by anyone other than office staff or Senior Management.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in - visitors will be required to provide their name, organisation (if applicable), who they are visiting and vehicle registration (if applicable).
- All visitors will be required to wear a Visitor's Pass which must remain visible throughout their visit.
- To safeguard all children and staff, if visitors are not wearing an identification badge, staff will politely challenge visitor for the nature of their visit. The visitor will then be escorted to reception so that a Visitor's Pass can be issued.
- All visitors will be given the opportunity, subject to the nature of the visit, to read the School's Safeguarding and Child Protection Policy, general information about school premises, Health and Safety Policy, and Fire Evacuation Plan.
- Visitors be escorted to their point of contact or their point of contact will be asked to come to the school reception to receive the visitor. The contact will then be primarily responsible for them while they are on site.
- Mobile phones must be switched off/to silent during visits.
- Mobile phones must be kept out of sight and not used in front of the pupils.
- No photographs are to be taken on mobile phones.
- Other mobile/digital devices eg laptops or iPads may only be used in school with the consent of the Principal/Vice Principal/Senior staff.
- On departing the school, visitors should leave via Reception and sign out and return their Visitors Pass.

Covid-19

During the current pandemic the following extra procedures are in operation:

- Visitor access is being restricted to reduce the risk of virus transmission and a Risk Assessment has been completed regarding this.
- All visitors must wear a face covering/visor.

- All visitors must sanitise hands on arrival and departure.
- The Secretary will sign visitors in and out.
- All visitors must practice good hand hygiene and respiratory hygiene while in school.