



## **MALLUSK INTEGRATED PRIMARY SCHOOL**

### **VISITORS POLICY**

At Mallusk Integrated Primary School we extend a warm, friendly and professional welcome to all visitors, whatever the purpose of their visit.

We have a responsibility to safeguard all the children under our care, on the school site, during school hours, during extra-curricular activities which are arranged by the school and during educational visits to other settings. In doing so, we will ensure that the children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

This policy outlines a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents. We require that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor being escorted from the school site.

#### **This policy applies to:**

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including EA support services, sports coaches, topic related visitors)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (e.g. Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Delivery personnel

## **Protocol and Procedures**

- All visitors to the school may be asked to produce formal identification at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.
- Doors are locked during school hours. Visitors gain entry via the front door, by pressing a buzzer, and are admitted by school staff only. No visitor is permitted to enter the school via any other entrance under any circumstances. On arrival in the school, visitors must report to the office. They must sign the visitor log, recording date, time in/ out, name, reason for visit and phone number.
- All visitors must wear a face covering and sanitise hands on entry to the school.
- All visitors will be required to wear a visitor pass stating their name – this must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

## **Approved Visitor List**

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must:

- Have been cleared by Access NI AND
- Have the written authorisation of the Principal to travel around the school site unaccompanied

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the Visitor log).

## **Visitors Departure from School**

On departing the school, visitors MUST leave via the front door and record their departure time in the visitor log alongside their arrival entry

## **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a visitor's pass should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitors book and be issued with a visitor's pass. The procedures under "Visitors to the School" above will then apply

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal should be informed promptly. The Principal will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

### **Governors and Volunteers**

All governors and volunteers must be cleared by an Access NI check and comply with the procedures outlined above. New volunteers or staff may be permitted to begin working in the school when a Risk Assessment has been completed. They will be fully supervised at all times.

New staff & governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors. New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

### **Parent/ Carer Visits**

The partnership between home and school is of vital importance in ensuring the best possible education for all our pupils.

Our school prides itself on having good communications with home and provides a range of opportunities for parents and guardians to consult with the school on any matter regarding the education or well-being of their child.

### **Arrival in school**

For Covid-19 safety procedures and to encourage independence, parents are asked to leave children at their designated door in the morning.

### **Contact/ Meetings**

The school welcomes all opportunities to talk to parents and carers and indeed would welcome any suggestions as to how such contact and communication could be further developed.

Contact about routine matters such as medical appointments, illness or matters of urgent family importance is encouraged by phone call or email.

All meetings should be arranged by appointment to discuss any matter which the parent or school wish to raise regarding the education, behaviour or welfare of a pupil. One parent/ carer only should attend meetings. Parents/ carers should wear a face covering during these meetings and the adults involved will keep a 2m distance at all times. These meetings should not last longer than 15 minutes.

- On arrival in school, parents/carers should report to the office and sign the visitor's log.
- Parents/carers or others must not go directly to classrooms or the playground without prior agreement.
- All discussions should be carried out in an atmosphere of mutual respect. Courteous, tolerant and non-aggressive behaviour is expected.

In the very rare event of these guidelines not being followed, we would ask you to note the policy of the Board of Governors:

- The Board of Governors reserves the right to withdraw a parent/carer's licence to enter the school premises. Depending on circumstances, a verbal or written warning may or may not be issued in advance of such action.
- Any proposal to withdraw a parent's/carer's licence will be communicated in writing to the parent/guardian. This will include an opportunity to respond in writing within one working week to the proposed action.
- After that time, any decision to withdraw the licence to enter school premises will be communicated in writing to the parent/carer.
- Parents/carers will have a right of appeal in person or in writing to an Appeals' Committee of the Board of Governors, whose decision is final.
- Any such decision is open to review by the Board of Governors at a later date.

Implementation date: September 2020