



VISITOR SECURITY POLICY

Brierley CE (VC) Primary School

Approved by:	Governing Body	Date: March 24
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Paul Catwright

Visitor Security Policy

Our Vision

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

Aim

The aim of this policy is to ensure all children and staff know how to identify visitors and understand and apply clear protocol for keeping children safe when visitors are on school premises during the school day.

Treat everyone at school as an intruder during normal school hours, unless they are:

- a member of staff
- a pupil

Everyone else will need to pass through the visitor reception procedure and be clearly identified as a school visitor before gaining access to the school building.

Visitors are to stay in the waiting area, close to the main entrance reception until they have been authorised for entry into the school.

Our waiting area is identified by signage and will be made inviting for visitors as they follow visitor procedure.

There is a notice with regards to an acknowledgement from visitors of school instruction for communicable sickness or disease.

A hand wash dispenser is also sited in this area.

Visitors are needed to sign in and:

- Give the reason for their visit
- Who they are here to see, or which part of the school they are visiting if carrying out maintenance duties.

The entry sign-in is electronic and is clearly identified.

The entry sign-in shall be placed in an obvious position so a visitor shall to be able to clearly identify it.

Information required to be filled in by the visitor shall be:

- Date of visit
- Visitor's name

- Contact at the school (who they are there to see or location they will be accessing)
- Company who they work for (if applicable)
- Car registration number in case of obstruction (if applicable)
- Time in
- Time out
- Signature

The visitors shall wear and display a badge or tag at all times (see attached) whilst on the school premises during normal school hours.

The information carried on this badge should include:

- 'Visitor' lanyard for easy identification – Red if no DBS. Green if DBS details have been provided
- Name
- Date
- Contact name in the school

Pupils are educated not to approach any stranger not displaying a badge/tag and report this person to a member of staff.

Staff are also to be educated to be vigilant of strangers in the school not displaying a badge/tag and take necessary action. Visitors with a Red lanyard should be accompanied by a member of staff at all times.

No visitor shall have unrestricted access to the school. If a visitor is seen in an area of the school that they should not be in, they should be challenged by a member of staff.

Badges and tags will only be used once and be non-transferable to another date or another person.

Identification provided by Local Authorities, Utilities or other organisations will not be used as an acceptable alternative to the school's own system.

For parents taking their children out of school during school time shall follow the school procedure for doing so. Parents will also need to follow the school policy if someone other than themselves will be collecting the child at the end of the school day.

Easy access is to be prevented through other entrances throughout the school.

This entails locking access gates during school times and not to anticipate deliveries by leaving doors open in advance. Once a delivery has been made, the packaging is to be disposed of quickly and discreetly so as not to draw attention to the fact that a delivery has just been. This will assist in the prevention of potential thefts from the school from unauthorised visitors.

There is a secure perimeter fence around the school field, so access cannot be made onto the school site other than through the permitted channels.

COVID-19

Visitors must not enter school grounds if they are suffering from the symptoms of Covid-19. If they should be self isolating due to a close contact testing positive for Covid-19 they must not enter the school grounds.

All visitors into the school grounds are required to wear face coverings.

Visitors must sign in on entering the school building.

On entering the school building, visitors are requested to wash their hands using either soap and water or hand sanitisers.

Visitors are expected to follow the designated one-way system if applicable.

Visitors must adhere to social distancing measures in place.

Feb 24