**Visitor Policy and Procedures**

***Purpose***

*“Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.”*

Page 28 of the Statutory Framework for the EYFS 2014 (3.62)

Watchorn Christian School seeks to make sure all visitors receive a warm, friendly and professional welcome. Those visiting the school as guest speakers or classroom support make a valuable contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated.It is the School’s responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time.

Watchorn Christian School places safeguarding as a top priority and strives to ensure the safety of all children in school at all times. We will follow the procedures outlined below to ensure that all visitors to our school are accounted for and supervised accordingly.

**Procedures**

Any visitors to the school can only gain access via the security-controlled gate which can only be operated by a member of staff. Visitors must state the purpose of the visit or whom they are coming to see and provide identification.

 All visitors to the school will be required to sign in the Visitors Book which is kept at the main entrance. The following information will be logged:

* Date
* Time in
* Time out
* Name of visitor
* Reason for visit

During their visit, visitors will be asked to:

* Store their personal belongings safely in the office including and especially, their mobile phone.
* Wear a visitor lanyard which should be displayed clearly at all times.
* Familiarise themselves with the emergency evacuation procedures. These are displayed near all fire exits from the premises. A member of staff will alert the visitor if we are expecting a fire alarm test.
* Remain clearly visible to a member of staff at all times while they are on the premises. At no time should a visitor be left alone with a child
* Visitors will be made aware of the no smoking policy.
* Visitors will be asked to read the safeguarding leaflet on entry.
* On departing the school, visitors should sign out, return their lanyard to the main entrance and be escorted off site.

Where possible any visits from workmen will be arranged out of normal school hours

Any building work which may take several weeks will be carried out in the school holidays risk.

**Visitor’s use of Personal mobile phones and cameras**

School employees, children, visitors and any person entering the school, are not authorised to take photographs or video footage of any child unless they have been authorised to do so by the schools headteachers.

Whilst in school personal mobile phones must be kept out of sight again unless the person has been authorised to use the phone at any time. Personal phones will be stored in secure cabinets located either in the nursery or the upstairs classrooms.

If you are seen using your mobile phone in school, you will be in breach of our school policy and may be subject to investigation which may result in disciplinary. For further information on our use of photographs and filming of the children please refer to our **Photography and Filming policy**.

**Guidelines for Visitors taking part in lessons or assemblies taking part in a lesson or assembly**

At Watchorn School we understand the importance of visitors and external agencies to enrich the experiences of our students. The School nurtures curiosity and creativity through a diversity of approach, thought and opinion. We encourage the children to learn to become resilient, tolerant and self-assured in a safe environment. Everyone is encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain. In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

* Any messages communicated to students support fundamental British Values and our school values.
* Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
* Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies

Inviting visitors into our School does require a managed approach so that we can be sure that visitors are well prepared and that our School gains maximum benefit from their involvement.

**Planning the Visit**

Quality planning is vital for successful partnership activities. It is important that both School and visitors are clear about the:

* Purpose of the visit
* Organisational details: contact name - address - telephone number - date - time - -
* Negotiated role of the visitor
* Arrangements are usually best made in email / writing, with a telephone reminder prior to the event.

**Visitor Care - Health and Safety**

* The School must always know who is on the premises.
* Evacuation procedures must be made clear
* Visitors will be shown where the toilets are

Regular visitors will be checked with a Disclosure and Barring Service check will be completed.

Review:

**This policy was reviewed by the schools Governing Body on 01/10/2023 and will be reviewed every other year.**