



# The Trent-Rylands Federation

Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School



## Policy and Procedures for all Visitors

### Introduction

Beeston Rylands Junior School and Trent Vale Infant School welcomes visitors but all staff have a responsibility to ensure that all visitors to the school are properly welcomed and managed appropriately to ensure the safety of all the children and adults in the school. Where adults are coming to speak to children we will endeavour to ensure that the information given to pupils is aligned to the ethos and values of the school and British values.

### Types of visitor

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches.
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- VIPs – Very Important People
- Other legitimate visitors ie parents, parent helpers, school governors,
- Organisations which have input into the curriculum, learning and support such as Beeston Free Church Assembly Team, sports specialists/coaches, music tutors, PCSOs

### Procedure for all visitors

- Wherever possible, visits to schools should be pre-arranged
- All visitors must report to reception first and not enter the school via any other entrance
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All Nottinghamshire County Council staff should show their photo ID card.
- All visitors will be asked to sign in via the electronic recording system which will include a photograph of the visitor being taken.
- If the visitor is part of a large group of visitors a separate register may be utilised
- A visitor's badge should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- If visitors find they are alone with pupils/children they should report to a member of staff or reception. This should be explained to visitors.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises.
- School reception staff should check the signing in and out' records regularly to monitor compliance with these procedures.
- The Executive Headteacher along with the nominated Safeguarding Governor will also monitor compliance with the agreed specified visitor's policy procedures. Should any shortfalls be found these should be addressed as a matter of urgency, to ensure children and visitors to the school are kept safe. Council staff should show their photo ID card.

**For further guidance please refer to the Nottinghamshire County Council Guidance on Visitors, including VIPs to schools, Sept 2021**