



The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

We welcome all parents and visitors to Henry Chichele Primary School. Parents and visitors are required to report to the office entrance and sign in.

All visitors must wear a visitor's badge. Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration. Henry Chichele Primary School reserve the right to refuse entry or terminate a visit at any time. Visitors include parents, volunteers and governors (staff to sign in separately on the Paxton system with their lanyard for fire register purposes).

Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers. Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed. All such visitors will have an enhanced DBS clearance (see DBS and List 99 procedure). If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

People working with 'things' - builders, gardeners and people working on computers or other equipment. Unless the visit is expected, or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a visitor badge. They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the schools knowledge of them.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school, or talk to members of staff and anybody not in the above categories must be accompanied at all times. Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility.

This policy does not apply to audiences at performances in the school hall and similar events. A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left in the foyer.

PREVENT - All external school speakers must read and sign a declaration on arrival and prior to contact with children, to ensure that they do not promote radicalism in any way, in accordance with our Safeguarding and Child Protection policy and KCSiE.