

Bill Quay Primary School

Rights, Respect and Resilience



Visitor Policy

Introduction

Bill Quay is a small primary school for pupils aged 2-11 years and is located in the east of Gateshead near the River Tyne. Built in 1877, the school is one of the oldest in Gateshead and retains lots of its original Victorian features.

This year, we have opened a new nursery which can cater for up to 34 children.

The school has two yards, a school field and a garden. Reception class has its own enclosed outdoor area.

We operate a breakfast club every morning (7.30am-8.45am) and a local provider (Little Rascals), runs an after- school provision (3.30pm-6pm)

All areas of the school site are no smoking.

Aims of this policy

To have in place a clear protocol and procedure, which is understood and implemented by all visitors to our school. The ultimate aim is to ensure that pupils can learn and enjoy in an environment where they are safe from harm.

Policy Statement

Visitors are very welcome to our school; however, it is the school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse..

The school therefore requires that ALL VISITORS comply with the following policy and procedures.

Our Designated Safeguarding Lead is the Head Teacher, Toni Devine, who is responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Designated Lead or in her absence, the deputy designated leads, Mrs Messenger and Mrs Bone.

Protocols and Procedures

Planned visits to Bill Quay Primary

- All visitors to the school will be asked to provide formal identification at the time of their visit.
- Where possible the school office/ reception staff should be informed of all prearranged visitors to the school.
- A member of staff will meet visitors at the school gate and escort them to the office if there are children in the yard.
- All visitors must report to the school office/ reception first and should not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in using our electronic sign-in procedures..

- All visitors will be required to wear a visitor's badge in a visible place for all staff and children to be able to see.
- Office staff will show visitors key locations in the school, such as toilets and the staffroom. They will use the 'Safe Working checklist' as a prompt to inform visitors of our policies and procedures.
- All visitors will be made aware of whom the designated lead is for child protection (see above) and that any safeguarding concerns should be reported to them.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site
- On departing the school, visitors should leave via the school office and sign out.

Unplanned visits

- Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business at the school.
- They will then be escorted to the school office/ reception to sign in. The procedures above then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and/or the Assistant Headteacher should be informed promptly
- The Headteacher / Assistant Headteacher 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 requested.

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

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, students and 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).

Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place.

All regular parent helpers must be DBS checked. Again, all parents should follow the procedures as stated above.

All regular volunteers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) and a volunteer application form, including providing two references (please see the policy for Safer Recruitment).

The school office staff are responsible for obtaining relevant checks for students.

Students and regular volunteers will undergo a full workplace induction.

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 and given relevant health and safety information, such as fire emergency procedures and shown the asbestos register. 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. 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.

Governors

- Please refer to the school Governor Visiting Policy.

Fire Drills and Asbestos

Fire drills are held once a term. There is usually no prior warning. There are written instructions, regarding fire drills/fires, in every room in the school. It is essential that staff know where all fire doors are located and how many children they have registered every day. When the fire alarm sounds you should:

- Give clear instruction to the pupils to leave the class in an orderly manner;
- Collect the red registration card;
- Close the door behind you and proceed to the nearest fire exit.

If you are prevented from using the nearest fire exit, escort the children to the next nearest exit and take them to the muster points on the **Key Stage One yard**. A head count should then take place – if this number does not match that registered on the red card, a full register call should take place to determine the missing child. If the head count is correct, your arm should be raised to acknowledge this to other staff members.

You will be informed by the school office staff of the location of any asbestos within the areas you may be working and what to do if you disturb any materials containing asbestos.

Safe Working within Bill Quay Primary

All staff and visitors at Bill Quay Primary School must follow our Safeguarding procedures and should report any breaches to the Head Teacher (Mrs Devine) or the deputy designated safeguarding leads (Mrs Bone, Mrs Messenger).

If the concerns are about the Head Teacher, then please inform the Chair of Governors, John Ward.

Whistleblowing is the disclosing of a concern within the workplace that has come to the attention of an employee or visitor during the course of their work, about a danger, risk, malpractice or wrongdoing which affects others. Any visitors who have a concern should disclose it to the Head Teacher or designated safeguarding leads as soon as possible. Where the seriousness of the concern relates to the Head Teacher, the visitor should report it to the Chair of the Governing Body, Jon Ward.

The following expectations apply to all visitors:

- Be a positive role-model by being respectful, fair and considerate to all.
- Wear the visitors' badge issued and return this to the office as you leave the site.
- Treat all children equally
- Ensure when working with individual children, that the door is left open, or that you remain visible to others.

- Do not photograph children (unless requested to do so by school staff), exchange text messages, emails, and phone numbers, or give out your own personal details.
- Do not use your own memory sticks in the computers. Please e mail any powerpoints/lessons in advance to the school office.
- Mobile phones should be on silent and only used during break times.

Additional Information for supply teachers, students and coaches

Times of the day

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| 8.45-8.55 am | School doors open |
| 9.00 am | Register and dinner register |
| 10.15-10.45 am | Playtime (depending on year groups - 15 minutes each) |
| 11.30-12.00pm | Reception and Nursery lunch |
| 12.00-12.50 pm | Years 1-6 Lunch |
| 12.50pm | Register |
| 3.15pm | Storytime |
| 3.30pm | School end. Teachers lead children to exit. Each child must identify the adult they are leaving with before being released. Any child without an adult should be escorted to the school office where their parents /carers should be contacted. |

School Policies

School policies and procedures are available in the Head Teacher's office and on our school website. Volunteers and students will be directed to key policies (see list below) and are expected to be fully aware of these. The following information is intended to give other visitors key information from these documents.

Registration

Registration is taken by the class teacher or teaching assistant via SIMs. This also includes a dinner register. Staff need to complete the red registration card (located next to the classroom door) in case of a fire alarm. Registration via SIMs is also necessary at the beginning of an afternoon session.

Playground supervision – please check duty rota

There are at least two members of staff on duty during morning playtime in each yard. Staff must be in the playground on time and follow guidelines for zoning supervision from the leading teacher on duty. Staff supervising the infant yard must ensure that the school gates are closed before the children reach the yard. At the end of play, the bell is rung and children walk into their line quietly where their class teacher waits to bring them back into school. A head count must be completed before bringing children back into the school building.

Children may choose to have a healthy snack at playtimes and children in KS1 receive a free piece of fruit. Milk is available to some pupils after playtime – class teachers have a list of these pupils. This will be delivered by a monitor.

Older children are expected to go to the toilet at playtime to avoid unnecessary disruption to lessons.

Indoor Wet Playtimes

Children remain in their classrooms with the class teacher or teaching assistant.

Lunchtime

All children have lunch in the main hall and a rota system is in place for the classes. Those classes who are outside to play should be led to the yard by the class teacher at the beginning of the lunchtime. Those classes who are first in the hall should be led to the hall by the class teacher or teaching assistant. Lunchtime supervisors should record any instances of unacceptable behaviour and ensure this is passed to a member of the Senior Leadership Team. A member of the SLT is on duty throughout the lunchtime. At the end of lunchtime, the class teacher or teaching assistant will collect children in from the yard, again taking a head count before entering the school building.

Accidents

Most accidents in school happen in the playground.

At playtimes, the staff on duty decide the appropriate action to take. For minor injuries the child is usually brought into the building to a first aider (named below) by another child. Children with serious injuries are brought into the school by a member of staff on duty. If you think that the child should not be moved, one member of staff should alert staff inside, whilst the other deals calmly with the other children in the playground until help arrives. Under these circumstances the office staff must be notified and an ambulance called. All accidents involving a child's head must be reported and parents' contacted via telephone call home or a head injury form. It is the responsibility of the person giving the first aid to ensure the form is completed and handed to the class teacher to give out at the end of the day. Parents should be verbally informed at the end of a day even if the injury is apparently superficial.

Accidents during lesson time can and do occur. If you are on your own with a class, do not leave the class. Send a responsible child to find the nearest available adult, calm the rest of the class and look after the injured child until help arrives. At your next break, write down what happened (all injuries to children should be noted and the parents informed). Any treatment received by the child must be noted in the minor accidents book, located in the staff room.

You may also have a child feeling unwell in class. Depending upon why they are feeling unwell, they may feel better after having a quiet time in the secretary's office. A first-aider should check symptoms and consult with the Key Stage leaders (Mrs Bone in KS1/Mrs Messenger in KS2) and arrange for parents to be contacted if necessary. Mrs Clark and Mrs Robinson are the named first aiders, though every teaching assistant in school has basic first aid training too.

Physical Education

We expect every child to take part in PE sessions unless permission has been granted by the class teacher to miss a specific period. On their designated PE days, children come to school wearing their PE kits. If the lesson is to take place in the school hall, a decision

should be made of 'all trainers' or 'no trainers.' The area designated for activity should be coned off to prevent other children or adults entering the area. If the lesson is to take place on the school yard, the teacher should ensure that any inhalers are taken out, the red registration card and the relevant sun protection guidance is given to children. Some lessons take place on the school field which is situated across the road from the school. Children should always be escorted to and from the field by a teacher or teaching assistant.

Behaviour Management

The on-going commitment of all staff and visitors is required to reinforce an atmosphere of calm and quiet. Staff should use all opportunities to praise good behaviour and special efforts verbally, through the Class Dojo system. If you cannot deal with a situation to your satisfaction, arrange to deal with individuals fully later, or where necessary arrange for the child to go to the Key Stage Leader (Mrs Bone in KS1 and Mrs Messenger in KS2). Staff are reminded that all incidents should be reported to a member of the Senior Leadership Team. Supply staff will receive a copy of our behaviour policy in advance of coming to school.

Every Friday we have Golden Time. Children will choose an activity to take part in between 2.40pm and 3.15pm. Any children who have 'lost' their Golden Time must watch their chosen activity until their time lost is ended.

All visitors to the school should wear a visitor's badge. It is the responsibility of all adults in school to challenge any visitor without a badge.

Medicines in School

Inhalers and Epi-pens are held in children's classrooms. A spare Epi-pen is kept in the school office. Class teachers leave information regarding these medicines and for children with allergies for visiting supply teachers. All other medicines must be handed in at the school office at the start of the day by the child's parent or carer, and a medical information form completed. Only prescribed medications, which are needed more than three times per day, can be administered. The first-aiders in school are responsible for administering these medications (Mrs Clark, Mrs Vaughan and Mrs McCulloch). Children in Key Stage 2 may take their inhalers themselves under supervision. Care plans are available from the school office for pupils who suffer from specific medical issues. Upon arrival, a supply teacher should receive these from office staff regarding any children in their care. They must be returned to the office at the end of each day.

Related Policies

This visitor policy should be read in conjunction with other related policies, including:

- Child protection/safeguarding policy
- Keeping Children Safe in Education and Working Together to Safeguard Children
- Play policy
- Staff Code of Conduct
- Physical Restraint policy
- Health and safety policy
- Safer recruitment policy
- Whistle blowing Policy
- Fire emergency procedure
- Behaviour Policy