BANGOR CENTRAL INTEGRATED P.S.

VISITORS' POLICY

Date Approved by the Board of Governors: November 2020

Date to be reviewed by: November 2021

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe.

The Objectives of this Policy

The key objectives of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- EA, Department of Education and C2K staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school, the Principal or Vice Principal is informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted before a visitor is asked to come into school.

- Formal visitors representing the EA, Department of Education, C2k, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to the office staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record (or be signed in) which is kept in the office at all times
- All visitors are required to wear a visitor's lanyard
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Visitors are advised to meet in the playground via the nearest exit in the event of an evacuation.

On departing, visitors leave via reception and:

- Sign out on the Visitors Record alongside their arrival entry
- Return the visitors lanyard to one of the office staff

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor's lanyard is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' record and be issued with a visitor's lanyard. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Principal/Vice Principal (or Head of Key Stage if neither is available) will consider the situation and decide if it is necessary for any further action.

If an unknown/uninvited visitor becomes abusive or aggressive, an emergency response call is made and they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors and Volunteers

All governors and volunteers are required to have an Access NI check.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Principal and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Continuing Professional Development

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

This policy has other related school policies: including:

- Child Protection
- Code of Conduct
- Healthy and Safety
- Fire Safety

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

Procedures for Visitors (COVID19)

All visits to the school must be arranged prior to attending, either by telephone contact with the school office or by contractual agreement.

If you have had any of the symptoms of COVID 19 in the previous 14 days you must not enter into the school building – cough, fever, change to your sense of smell and/or taste.

If you have travelled internationally in the past 14 days you must not enter the school building.

If you have been in contact with anyone who has tested positive for COVID 19 in the past 14 days you must not enter the school building.

Upon arrival to the school you must present to the school office and sign the visitor's record.

Before being permitted to enter into our school, visitors must;

- Sanitise hands
- Wear a face covering (that you will bring with you)
- Regularly wash your hands with soap and water or sanitise your hands with the hand sanitiser provided.
- Follow all PHA guidance on personal hygiene, hand hygiene and reducing risks in relation to COVID 19
- Maintain a social distance of 2m

If working with a child or with a group of children, you must clean all surfaces with the disinfectant spray and disposable cloths provided at the end of each session and in between sessions with different children.

If a child becomes ill during your session you must inform their teacher immediately.