VISITOR POLICY (Junior School)

This policy relates to the Junior School, including the Early Years Foundation Stage. A separate policy exists for the Senior School.

Our Visitor Policy is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can feel welcome but only have accompanied access to much of the school. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

SCHOOL OFFICE/RECEPTION The Junior School office is staffed between 08.00 and 16.30, Monday to Friday and the internal entrance door is locked (with a keypad) at all times.

Visitors and Contractors are required to register at Reception and are issued with a lanyard and badge which they must wear and keep visible, then surrender on leaving the premises. A blue (staff) or green (contractor/visitor) lanyard with photo ID indicates that the wearer has been DBS checked and does not need to be supervised and/or accompanied on site. Visitors with red lanyards and visitor badges must be supervised and/or accompanied for the duration of their visit. The attention of all visitors is drawn to the School's fire emergency procedures and these are summarised on the reverse of the visitor badge. In addition all visitors are given a Safeguarding Advice and Fire Evacuation Information leaflet. In the event of an emergency evacuation visitors are accompanied to the fire assembly point on the main playground where they should report in with the school secretary.

Trainee teachers who have been checked by a supplying university do not need to complete a Bootham DBS check. Before they begin their placement in school, however, they must provide us with sight of their original DBS check and proof of identity with a photograph (a passport or driving licence). A copy of both must be taken, signed and dated, and should be forwarded to the HR Manager. Other visitors, including those undertaking 'work experience', who come in to school to observe lessons for a day or two but who do not have a DBS check, must be accompanied by a member of Bootham staff at all times and wear a red lanyard; such visitors from outside the Bootham Community should provide proof of identity and references, and the school should undertake a check of the Barred List in advance of the placement (this can be done swiftly by HR). Staff must consult the Head before making arrangements for trainee teachers or work experience visitors.

Parents visiting a member of staff, and the Headteacher's visitors, are logged in the reception diary but are not usually required to wear a badge. Such visitors are accompanied by a member of staff and it is that member of staff's responsibility to ensure the visitor(s)' safety in the event of an emergency. Drop-off at the start of the school day is covered by a separate Risk Assessment.

When large numbers of visitors are in school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

PARKING FACILITIES AND DELIVERIES

The car park is at the front of the school and is separate from the main pedestrian area. There is a one way system in operation and there are warning signs restricting speed to 5mph and speed humps to restrict speed. Our Catering Manager instructs our regular suppliers to make all food deliveries before 8.00am. Other delivery vehicles remain in the main car park at the front of the school while unloading, unless there are exceptional circumstances. In such cases the caretaker will oversee their safe entrance and exit from the school grounds.

At the end of the school day, children are handed directly to their families. From this point on they are the responsibility of their parent and due care should be taken in and around the car park.

TRAINING

As part of their Induction new members of staff are informed about the procedure for booking in visitors and escorting them around school. Staff are reminded, from time to time, usually in staff meeting, of the value of challenging strangers, and of reporting concerns.

CONTROL OF EVENTS ORGANISED BY EXTERNAL PROVIDERS AND/OR OUTSIDE OF NORMAL HOURS

A number of groups use our facilities outside school hours, at weekends and in the holidays, for example use of the tennis courts and other sports facilities. We regulate their use by service level/hire agreements that cover practical matters such as: hours of usage, payment (where applicable), insurance and security.

Events organised by Bootham School Parents' Association Junior [BSA Junior] are attended by at least one parent or member of staff who has had an enhanced DBS check carried out by the school.

Other events organised by the School which take place outside of normal hours, for example buffet concerts held in the evening, are attended by at least one member of staff. Visitors are met at Reception and escorted whilst in the main building.

When outside groups are present e.g. Tennis and York City Football Club, group leaders are required to carry out a risk assessment and they are also responsible for ensuring safe entry to and from the building by participants.

Date of last review: September 2023
Person responsible: Headteacher
Review Group: Leadership Meeting
Approval group Leadership Meeting
Date of next review: September 2025