



# Visitor Policy

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| Date the policy came into effect           | September 2018                          |
| Date of next policy review                 | 2021                                    |
| Name of person responsible for this policy | Principal/SLT/BOG                       |
| Other related policies                     | Safeguarding CP                         |
| Issued to                                  | Staff, governors, parents               |
| Date of issue                              | February 2020<br>Covid-19 Reviewed 2020 |

# Euston Street Primary School & Nursery Unit

## Visitor Policy

### Mission

*'Achieving Excellence Together'*

*'To work together for excellence in: our learning; our school; our community; and our future'.*

Our purpose therefore is to be an excellent school. We continually strive for excellence in every area of school life. To achieve this aim we must always have the right school **vision and values** and these must be at the heart of all that we do, including our School Development Plan.

### Vision

In order to achieve excellence in each aspect of school life, our vision is:

*'To create a safe, happy learning community. A community where together, we inspire and equip our pupils so that they fulfil their potential, use their talents and follow their dreams now and always.'*

### Values

We believe that our school is a place where the child is at the centre.

*'We value kindness, integrity, hard work and mutual respect.'*

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life.

### Introduction

The purpose of this policy, as with all of our policies, is to support us as we strive for excellence in every area of school life. To achieve this, we must always have the right school **vision and values** and these must be at the heart of all that we do, including our engagement with parents and guardians.

This policy outlines the procedures followed by visitors when entering and working in Euston Street Primary School & Nursery unit.

The Board of Governors, Senior Leadership Team and teaching staff of Euston Street Primary School recognise that improving the quality of learning and teaching is a central aim of education. All of our visitors will have a part to play in enriching the learning environment and helping to develop a lifelong love of learning in our children and will be welcomed and supported as best possible during their visit.

**Please note:**

**Covid-19 update. Isolation Procedures**

Please follow isolation procedures if you, a staff member or pupil displays symptoms of Covid-19. The isolation room is located in the school library/ICT suite in the back corridor. Procedures available from the office, Principal or senior leadership.

All other First Aid and Fire procedures still apply.

**Masks & PPE.** We are a **mask friendly** school and masks can be worn if required. PPE is available upon request from the school office.

**Emergency:** Contact the school secretary (ext 201) or Principal (ext 202). Each classroom, ICT suite, hall and playroom have a phone if you require help immediately.

## **The Aims of this Policy**

The aim of this policy and its associated procedures is to:

- Help protect the pupils and staff from harm both during and outside of school hours when they are on our site; and
- Promote effective and meaningful liaison and support between school staff and the wider school community.
- Clarify our duty of care to our pupils to ensure that they are safe from harm and therefore expect visitors to comply with the school code of conduct and child protection procedures.

We have a duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Disability Discrimination Act 1995 to ensure that, so far as is reasonably practicable, the school premises are safe and that visitors in school come to no harm.

Our staff, parents, Governors and School Council have opportunity to share views and opinions on this and other policies.

## **UNCRC and Euston Street PS & NU**

Euston Street PS is a Rights Respecting School and promotes the rights of children as defined in the articles of the convention.

Article 3 – My best interests must be a top priority in all things that affect me

Article 6 – I have the right to life and to succeed to the best of my ability

Article 12 – I have the right to voice my opinion and be listened to

Article 19 – I have the right to be protected from all forms of violence and be kept safe

Article 28 – I have the right to learn and go to school

Article 29 – Education must develop me as a person

Article 37 – I have the right to be treated fairly if I break rules

## **The Objectives of this Policy Covid-19 reviewed August 2020**

The key objectives of this policy are:

- 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. In relation to visitors, we have responsibility for the safety and well-being of all of our pupils and staff anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.
- To keep visitors safe while on school premises. Covid-19 reviewed August 2020

This policy applies to the following visitors but not only:

- All teaching and non-teaching staff employed by the school
- Substitute teachers
- Pupils
- Parents
- Board of Governors
- Volunteers
- EA employees
- Outreach support services
- ETI
- Maintenance subcontractors
- School partners e.g. QUB, Barnardo's, NSPCC...
- Music tuition
- Visitors hiring the premises
- Sport's coaches
- Local church representatives and employees
- Children;

We encourage parents/carers and other members of the wider school community to visit our school and believe that there are many potential benefits which can result from increased interaction with the public. At the same time, the school must ensure that pupils and staff are protected from harm, that the delivery of the curriculum is not disrupted and that school facilities and equipment are not misused or vandalised.

A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent/carer involvement, a better understanding of how the school operates and the challenges facing the school, and an increased sense of collaboration and cooperation between the community and the school. All visits are risk assessed when required.

Access to the school's premises/particular classrooms or the school may be restricted upon the recommendation by the Principal. The Principal, acting on behalf of the Board of Governors, has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. All visitors will be requested to complete a Covid-19 tracer

questionnaire. Access to school may be denied if the tracer is not completed or the principal has concerns about the information contained therein.

The Principal will consider the purpose of any visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.

School staff shall seek to ensure that parents/carers and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a co-operative relationship between home, school and community.

### **Procedures Covid-19 Reviewed August 2020**

The school has many visitors during the course of any single day. Under Covid-19 conditions it is imperative that visitors inform the school of their arrival and have been given permission to visit school by the principal or member of the leadership team. In order to make them feel welcome and to maintain the security of pupils and staff, the following procedures must be followed:

1. Ideally all visitors should make an appointment through the school office. No visitors will be permitted on site outside of those who have been prior approved by the school Principal/Leadership. All visitors should report to reception on arrival;
2. Dates, times personnel and purpose should all be agreed prior to any visit as is best possible;
3. A risk assessment will be completed as required dependent upon the nature of the visit;
4. All visitors will sanitise hands on arrival, before and after eating and after using the bathroom;
5. Visitors will receive an abridged copy of the Safeguarding/CP and Visitors policy on arrival. A copy of all visitor details is available at reception. Each visitor will complete a Covid-19 tracer questionnaire. The school has the right to refuse anyone if they have concerns about their health as documented or displayed in person.
6. All visitors will wear school visitor identification lanyards and details that are available from the school office on arrival;
7. Visitors are permitted to wear masks and or PPE as required. These will not be supplied by the school unless they are required to do so or in an emergency. The school reserves the right to request that masks are worn by visitors unless the visitor is unable to do so for medical reasons;
8. A member of staff will escort all visitors to the appropriate location within the school;
9. Visitors should ensure they do not use any photographic devices or video/recording devices whilst in the building without prior consent from the Principal;
10. All visitors must adhere to the school's code of conduct that safeguards pupils and staff;
11. Visitors should sign out when leaving the premises.

Substitute teachers should read the substitute teachers leaflet and staff handbook for more information on the expectations and operation of a school day.

The importance of meaningful, regular and positive liaison between parents/carers and staff cannot be overstated - this principle forms the foundation of the school's policy on liaison with parents/carers. The means of expressing this working relationship are diverse but parents/carers will appreciate that some guidelines are necessary to ensure communication is as effective as possible. **Parents will not be permitted into school without express permission for the Principal. Parents/carers will be permitted into the school playground but must remain in the white boxes marked out. Distancing at the school gate is to be adhered to and school signage will encourage it.**

All exchanges between parents/carers and staff should be conducted in a respectful and tolerant manner. For more information please see the Access to staff policy.

### **Maintenance Covid-19 reviewed August 2020**

When working on the school premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures. We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner, one that also Safeguards all pupils and staff.

In line with the Education Authority recommendations, the Board of Governors reserves the right to put in place arrangements for addressing the most serious situations where the approach of a visitor might amount to harassment of staff, pupils or other members of the public. These arrangements include the Board of Governors seeking to put in place an injunction to restrain any such person from coming onto the school premises.

Any individual causing disruption to the operation of the school or harassing pupils, staff or members of the public, shall be directed to leave the school premises immediately and the police called if necessary. Thankfully such situations are rare in the school system and we trust unlikely to ever occur in the context of this school.

The Board of Governors, Principal and staff would like to thank parents/carers and visitors for their co-operation and support in this matter and look forward to working together to further strengthen the school partnerships.

**Under Covid-19 all contractors will follow the above procedures for visitors. If they require a change to these procedures, they must agree this with the school Principal.**

**This policy will be reviewed in 2021 or in line with updated recommendations.**