

WHITEFIELD PRIMARY SCHOOL

Visitors and Contractors Policy



Reviewed: March 2015

Review date: March 2017

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VISITORS AND CONTRACTORS POLICY

We have a statutory 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 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school come to no harm.

We also have a 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 require all visitors such as parents/carers, education officials, Local Authority officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation.

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.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To ensure that the school premises are safe and that visitors to school come to no harm.
- To ensure the pupils are safeguarded against harm and visitors/contractors comply with the code of conduct and child protection procedures.

Procedures for visitors

The term 'visitors' applies to parents/carers and/or other family members, members of the public, delivery personnel and contractors.

- All visitors to school MUST report to the school office on arrival;
- Visitors MUST sign in and wear a visitors badge whilst in the building;
- All external gates MUST be kept locked during the school day and are opened for school arrival time in the morning and departure time in the afternoon;
- School staff must be vigilant in ensuring that the playground gates that lead to the car park are kept locked;
- External gates can be opened for visitors by office staff when the intercom is used to communicate an intention to visit the school site;
- External classroom doors are opened during morning arrival and afternoon departure times to allow pupils to access the school building via the nearest access point to their classrooms. Staff are expected to be vigilant at these times and must comply with the following;
 - A member of staff must stand at the door to welcome the children into school;
 - Parents/carers are not allowed access at these times into the classrooms;
 - Ensure parents/carers who drop off children are aware that the pupil has entered the building;
 - If queries arise that require investigation or further discussion with parents then parents should be directed to the school office to make an appointment;
 - The classroom doors must be kept closed during lesson times and no admittance may be granted to parents/carers except for pre-planned class events;

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;

- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher and Senior Leadership Team

The Headteacher and SLT will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure the health and safety of all visitors to school by undertaking a Risk Assessment of the premises;
- ensure that all contractors when working on the school premises cooperate with our health and safety policies and procedures;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- monitor the effectiveness of this policy;
- Ensure visitors receive sight of the code of conduct and child protection procedures;

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
- be aware of the working agreement between the school and any contractor undertaking work in the school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community to a member of the Senior Leadership Team.

Role of Visitors and Contractors

Visitors will:

- report to the school office upon entering the school premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitors book;
- wear a school visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- comply with the code of conduct and school child protection procedures of the school;
- ensure that they switch off their mobile phones;
- ensure they do not use any video/recording devices whilst in the building;
- sign out when leaving the school

Contractors will:

- comply with all health and safety policies and procedures when working on the school premises;
- act in a responsible and proper manner;
- agree their working hours and arrangements with SPIE;

Role of the School Council

The School Council will be involved in:

- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the policy;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and child protection procedures;