



## Forton Primary School

### Visitors Policy 2016

#### Policy Statement

Forton Primary School welcomes parents and other people to visit the School and recognises the important contribution and potential benefits which can result from increased interaction with the public.

However at the same time Forton has a legitimate interest in Safeguarding and protecting the safety and welfare of students and staff members, avoiding disruption to the educational process, and protecting Forton's facilities and equipment from misuse and vandalism.

A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to Forton. It is the intention of Forton that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises.

The control of visitors is a fundamental part of Forton's safeguarding of pupils, staff and property. Achieving the right balance will lead to increased external visitor involvement, and a better understanding of how the school operates and the challenges facing Forton, and an increased sense of collaboration and cooperation between the community and the school.

Forton maintains the right to place limitations on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations, however any limitations will not be unreasonably applied. The Headteacher 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. In exercising her discretion, the Headteacher considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.

Forton's staff will ensure that parents and other visitors are courteously received and that sincere efforts are made to provide them with any such information as may be necessary to ensure and enhance a cooperative relationship between home, school or the wider community.

(See separate Forton's Policies: [General Health & Safety Policy](#), [Safeguarding Policy](#), [Security Policy](#), [Contractors Policy](#)).

#### General Requirements for Visitors

The following procedures and arrangements apply to visitors to Forton School:

A visitor is defined as any adult person (over the age of 16) seeking to enter the School premises who is not a pupil, employee of the school or the immediate families of resident staff. Whenever possible, visitors should obtain authorisation from the school in advance, visits may be prohibited at certain times, for example when important examinations or other assessments are being conducted.

All Forton's visitors must comply at all times with Forton's Policies, administrative rules and regulations, a brief resume of which will be given to all visitors to read (on the back of their Visitors badge) when registering at the office

#### Policy Responsibility

Overall responsibility for ensuring that the measures within Forton's and this Policy are implemented is with the Headteacher..

The "day to day" responsibility of Security and Visitor procedures and arrangements has been delegated to the Bursar – Miss Lynne Oliver.



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### **Visitor Arrival**

All Visitors to Forton School should immediately report to the School Main Reception Area.

In the interest of Forton's Security and Student Safeguarding all visitors and contractors are politely requested to strictly abide by Forton's signing in and out procedure.

**All visitors to be issued with visitor identification badge these must be visibly worn at all times.**

Staff inviting visitors or contractors to Forton School must inform them of the signing in procedure.

### **Vehicles and Parking at the School**

Parking of any vehicles is recommended either in the car park in front of to the school or in the village hall car park opposite school.

### **Unknown/Uninvited Visitor or the School**

Any visitor to Forton who is not clearly wearing an appropriate identity badge should be politely challenged to enquire who they are and their business on the school site.

If an unknown /uninvited visitor becomes abusive or aggressive, they should be politely asked to leave the site immediately, if they fail to follow the instructions they should be warned that if they fail to leave the school grounds, police assistance will be called for.

**It is the responsibility of ALL employees to verbally and respectfully challenge any individual on the school campus who is not wearing a Visitors' I.D Badge.**

**Owned by:** Lorna Boase

**Authorised by:** Health and Safety Committee

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All Staff