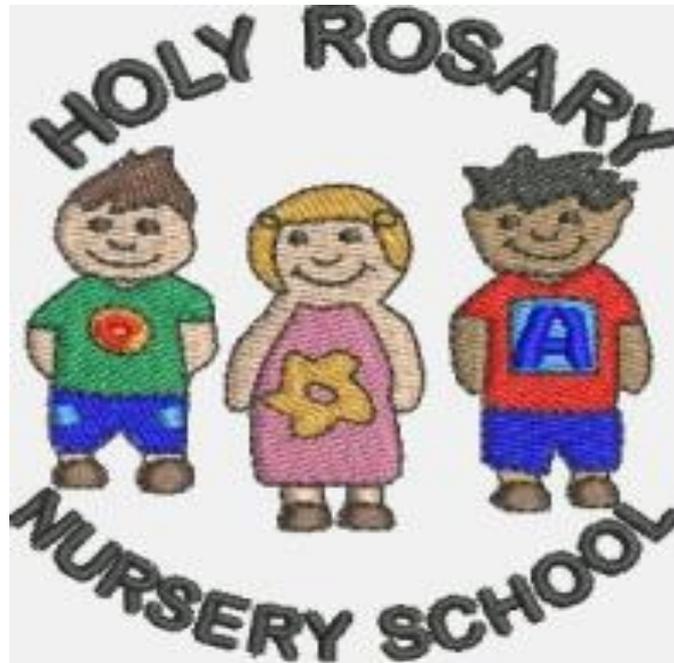


Holy Rosary Nursery School



Visitors Policy

Ratified by B.O.G. Sept 2022

Review:

Visitors' Policy and Access to Staff/Pupils

1. Introduction

We believe staff, parents/carers and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school and unacceptable. The purpose of this policy is to provide a reminder to all parents/carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

2. Aims of this policy

The aims of this policy and its associated procedures are to:

- protect the pupils and staff from harm both during and outside of school hours when they are on our site and
- to promote effective and meaningful liaison between school staff and the wider school community.

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 is reasonably practicable, the school premises are safe and that visitors to school come to no harm. We also have a duty of care to our staff and pupils to ensure that they are safe from harm and therefore we expect visitors to adhere to this policy and child protection procedures.

3. Objectives of this policy

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. The protocol and procedures should conform to safeguarding and child protection guidelines and prevent 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 pupils and staff anywhere on the school site, during normal school hours, during any 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
- Education Authority (EA) staff
- Building & Maintenance Contractors

We encourage parents/carers and others 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 pupils and staff are protected from harm, that the delivery of the curriculum is not disrupted and to protect the school's facilities and equipment from misuse or vandalism. 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.

Access to the school's premises/particular classrooms or the school may be restricted upon 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. 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.

4. Procedures

The school may have many visitors during the course of any single day. In order to make them feel welcome and to maintain the security of pupils and staff, the following procedures must be followed:

- 1. all visitors should report to reception on arrival;**
- 2. for pre-arranged visits, the secretary should be informed the date of any visit, their name, their host and the purpose of the visit;**
- 3. a visitors' book is available to record who is on the premises at any particular time;**
- 4. visitor's passes are available from the school office and should be worn by visitors;**
- 5. visitors should sign out when leaving the premises;**
- 6. a member of staff will escort all visitors to the appropriate location within the school;**
- 7. visitors should ensure they do not use any photographic devices or video/recording devices whilst in the building without consent.**

Staff should ensure that the appropriate level of supervision is given for the duration of the visit.

5. Parent/carer - staff liaison

The importance of meaningful, regular and positive liaison between parents/carers and staff cannot be overstated however some guidelines are necessary to ensure communication is as effective as possible. All exchanges between parents/carers and staff should be conducted in a respectful and tolerant manner. Parents/carers are asked to adhere to the school's guidelines when seeking contact with their child's teacher. The Board of Governors endorses the school's arrangements for effective parent/carer - teacher communication as set out below.

The contact between parent/carer and teacher will take the form of:

- Meetings to discuss the pupil's academic progress
(There are two formal opportunities each year for parents/carers to discuss their child's progress).
- Casual or informal exchanges of information made for routine housekeeping purposes e.g. dental appointments, illness, lost property, etc. To minimise disruption when possible this information should be sent in advance to the class teacher through the Seesaw App.
- In the cases of more sensitive matters that are causing concern, an appointment should be made and the issues clarified in advance to enable the parent/carer and the member of staff to make appropriate preparation.
- If a parent/carer requires a meeting with a member of staff, this should be arranged in advance. This means the member of staff will be able to allocate quality time for the meeting.

6. Visitors' code of conduct

In order to support a peaceful and safe school environment, the school cannot tolerate parents/carers and visitors exhibiting the following:-

- disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including sports activities or training sessions;
- using loud/or offensive language, swearing or displaying temper;
- threatening to do actual bodily harm to a member of school staff, school governor, visitor, fellow parent/ carer or pupil, regardless of whether or not the behaviour constitutes a criminal offence
- damaging or destroying school property;

- abusive or threatening emails or text/voicemail/phone messages or other written communication defamatory, offensive or derogatory comments regarding the school or any of the pupils/ parents/ carers/ staff at the school on social media and network sites (See point 9);
- any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, Principal or the Chair of the Governors, so they can be dealt with fairly, appropriately and effectively for all concerned;
- the use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises;
- approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences);
- smoking (including e-cigarettes) and consumption of alcohol or other drugs whilst on school property;
- dogs being brought on to school premises.

7. Contractors on school premises

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.

8. Serious breaches of acceptable conduct

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.

9. Inappropriate Use of Social Network Sites (see also E-safety & acceptable use policy)

Social media websites are being used increasingly to fuel campaigns and complaints against members of the general public including schools, Principals, school staff, and in some cases other parents/carers and pupils. The Board of Governors considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, Principal or the Chair of the Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. In the event that any pupil or parent/carer of a child being educated in the school is found to be posting libellous or defamatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content, which can be posted, on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately. In serious cases, the school will consider its legal options to deal with any misuse of social networking and other sites regarding its staff and pupils.

10. Conclusion

We would expect that parents/carers would make all persons responsible for collecting children on their behalf aware of this policy. The Board of Governors, Principal and staff would like to thank parents/carers for their co-operation and support in this matter and look forward to working together to further strengthen the home/school partnership.

11. Monitoring and review

This policy will be reviewed in 2025 or as appropriate based on new legislation, recommendations as deemed necessary after an incident.

12. Covid-19

During a time of public health crisis (e.g. global pandemic), visitors will only be permitted to enter the building with a prior appointment. All visitors will be requested to complete a health questionnaire and will have to wear a face covering at all times. Any visitors working directly with staff or children will be required to undertake a risk assessment ahead of their visit, outlining the precautions and safety measures in place for any resources being brought into the building. Visitors will be expected to safely maintain social distancing with other adults, at a distance of 2m where this is practical. See the accompanying forms which are to be used during Covid-19 restrictions.



HOLY ROSARY NURSERY SCHOOL

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 10 days you must not enter into the school building – new persistent cough, fever, loss of sense of smell and/or taste.
- If you have travelled internationally in the past 10 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 10 days you must not enter the school building.
- Upon arrival to the school you must present to the school's front hall area (but do not enter any further) and:
 - Answer the health & safety questions
 - Sign the visitor's book using **your own pen**, providing your contact details
 - Have your temperature taken – all visitors will be temperature-checked before they enter. A temperature of 37.5oC or above will be recorded. A temperature of 37.8oC or above will result in the visitor being declined admission
 - Wear a visitor's pass
- Whilst in our school you must:
 - *Sanitise your hands upon arrival at the school
 - *Wear a face covering (that you will bring with you) at all times inside the school building
 - *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 from other adults
- If working with a child or with a group of children (only from the same bubble) you must clean all surfaces with the disinfectant spray and disposable cloths provided at the end of each session and in between sessions if with different children. If a child becomes ill during your session you must inform their teacher immediately.
- **If you develop any of the above symptoms while on site, please advise a member of staff and exit the site immediately.**
- If you have visited Holy Rosary Nursery School and you receive a positive test result, please contact the school as we are required to take steps to safeguard our pupils and staff.
- If your visit is to provide an activity to the pupils, or involves working with the pupils, a risk assessment must be provided in advance of the visits, demonstrating how the risks of Covid-19 will be adequately mitigated.
- Building maintenance and contractors should take place outside of staff working hours where possible.



HOLY ROSARY NURSERY SCHOOL

The safety of our pupils, staff and families remain Holy Rosary Nursery School's overriding priority. We are closely monitoring the situation with regards to the spread and infection rates of the COVID-19 outbreak and will periodically update guidance based on current recommendations from the Department of Education and the Public Health Agency. **Only essential visitors are permitted on site at this time.**

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our pupils and staff, we are conducting a simple screening questionnaire. In addition, you will be required to sanitize your hands on entry and exit of our school building. Two metre social distancing from all staff and pupils is essential. Your participation is important to help us take precautionary measures to protect you and everyone in our school. All site visitors are expected to follow increased levels of personal hygiene – increased hand washing, reduced physical contact, 2m social distancing.

Visitor's Name:		Contact Number:	
Company:		Purpose of visit:	
Self-Declaration by Visitor			
1	Have you returned from another country within the last 10 days?		
	<input type="checkbox"/>	<input type="checkbox"/>	Yes No
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 10 days?		
	<input type="checkbox"/>	<input type="checkbox"/>	Yes No
3.	Have you received a notification from contact tracing within the last 10 days?		
	<input type="checkbox"/>	<input type="checkbox"/>	Yes No
3.	Have you experienced any of the following symptoms in the last 10 days – new persistent cough, temperature or loss of taste or smell?		
	<input type="checkbox"/>	<input type="checkbox"/>	Yes No

Thank you for cooperation in supporting us in keeping our school community safe.

If the answer is yes to any of these questions you will not be able to enter the school building.

Signature (visitor): _____ **Date:** _____

Please note: if you plan to be onsite for consecutive days, please advise the Principal immediately if your circumstances or answers to these questions change. The information collected on this form will be used solely to determine your access right to our school. If you have any questions, please let us know.

