



# *Barrowby Church of England Primary School*

## **Adults in School Policy**

### **1. Introduction**

1.1 At Barrowby School we aim to provide a warm and friendly welcome to all visitors, whilst maintaining a high level of security for children, staff and school property. This policy sets our procedures for recording and identifying visitors to the school. It should be read in conjunction with the following policies:

- Security
- Volunteers

### **2. Evidence of Authority to be on School Premises.**

2.1 All adults in school must be clearly identified as one of the following:

- School staff.
- Local Authority staff and staff from other agencies.
- Staff from a partner organisation e.g. Ark, Workmen, contractors, technicians.
- Visitors – including volunteer helpers.
- Governors.
- Agency Staff.

2.2 School staff will be issued with a staff badge which must be worn at all times, and returned if a member of staff leaves. Loss of their badge must be reported to the Head teacher.

2.3 All visitors to the school enter the secure foyer area. They should then press the intercom to speak to the office staff who will ascertain the nature of their visit to the school.

2.4 If appropriate they will then be directed to sign in on the Inventory system within the foyer. For regular visitors who are DBS checked and known as on the school's single central record, visitors will be directed to opt for the 'DBS Checked' option on the Inventory system. All other visitors will be directed to sign in using the 'Visitors' button. This is a function that is controlled solely by the school to improve sign in for regular and known visitors participating in regulated activity who the school have assured are DBS checked.

2.5 Once sign in is completed, visitors entering the school premises will be issued with a visitor badge in accordance with the procedures set out below.

2.6 Contractors/Agency workers must produce identification before entering the school.

2.7 Adults (including parents/carers) arriving to collect children during the school day will be asked to provide evidence of identity if not known to school staff.

2.8 Taxi drivers must produce identification and know the name of the child they are collecting.

### **3. Procedures for the issue/use of Visitor badges.**

3.1 The badge is worn on a lanyard. This complies with Health and Safety regulations, having an 'easy break' section, in the event of the lanyard being pulled against the neck.

3.2 Badges are issued at the Reception desk, and must include the visitor/governor's name, image and the date. They must be worn, and visible, for the duration of the visit.

3.3 Reception will issue the visitor their badge in a lanyard with a declaration of school safeguarding information included. Reception will issue a colour-coded lanyard; staff are issued with blue lanyards; visitors who have DBS clearance within the school and are included on the school's single central record will be issued with a green lanyard; and visitors who are not on the schools single central record will be issued with a red lanyard. This enables easy identification around the school.

3.4 Badges are only valid on the date of issue.

3.5 Visitors/governors must be asked to return the lanyards/badges when they leave.

3.5 Visitors/Governors are still required to sign out using the Inentry system located in the foyer.

### **4. Responsibilities**

4.1 *All* staff have a responsibility for ensuring that only authorised personnel are on the school premises.

4.2 Visitors will usually be admitted by a member of the Administration staff. If another member of staff admits a visitor, it is their responsibility to ensure that the visitor signs in and is given a badge and appropriate lanyard, provided the visitor is known to them, or can provide proof of identity. If unable to do so, staff must not admit the visitor.

4.3 Where other members of staff admit visitors they must inform a member of the administration staff as soon as possible.

4.4 Visitors who have not been signed in and badged must not be left unattended. They should remain in the foyer area until appropriately signed in.

4.5 Unless on official business and appropriate safeguarding checks have been completed and evidenced, visitors should be accompanied by a member of staff.

4.6 Any adult encountered in school, not covered by the exceptions at 5.1 below, or clearly identified as indicated above, must be escorted to the foyer area in reception, asked for proof of identity and issued with the appropriate badge and lanyard n. If there is any doubt about the individual, they should be asked to leave.

## **5. Exceptions**

5.1 In certain circumstances it may not be necessary or practicable to issue a badge and lanyard. In these circumstances a register of attendees will be held. These are outlined below:

- Parents attending for a Parent/Teacher consultation after school.
- Parents and others attending school events e.g. Nativity, other performances
- Adults known to school staff e.g. contractors, attending outside school hours.

## **6. Adults in School Policy Review**

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: November 2022

Next review: November 2025