



**Birmingham Federation**  
**Maintained Nursery Schools**

*Allens Croft Nursery School*  
*Jakeman Nursery School*  
*Shenley Fields Nursery School*

*Lillian De Lissa Nursery School*  
*Newtown Nursery School*  
*St Thomas Nursery School*

*Adderley Nursery School*  
*Gracelands Nursery School*  
*Highfield Nursery School*

# **VISITOR POLICY**

## **(FEDERATION POLICY)**

### **Cluster (for appendices):**

### **Gracelands Nursery School**

### **Jakeman Nursery School**

Local Committee Approved: 16 February 2023

Full Governing Body Approved: 13 March 2023

Date Policy Adopted: 16 February 2023

Date for next renewal: Spring Term 2025

Chair of Governors: Sean Delaney

Executive Head Teacher: Samantha Richards

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### **RRS – The UN Convention on the Rights of the Child links**

**Article 2** (non-discrimination) *The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.*

**Article 3** (best interests of the child) *The best interests of the child must be a top priority in all decisions and actions that affect children.*

**Article 16** (right to privacy) *Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.*

**Article 19** (protection from violence, abuse and neglect) *Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.*

**Article 28** (right to education) *Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.*

**Article 29** (goals of education) *Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.*

### Introduction

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

### Objectives

The key objectives of this policy is 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, preventing unsuitable people from working with or accessing children in our school setting.

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
- Governors
- Parents/ carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

## Protocol and Procedures

### Visitors Invited to the School

Before a visitor is invited to the school, the Headteacher or Deputy Headteacher/ Senior Leader are informed, with a clear explanation as to the relevance, purpose, date and time of the visit. Permission must be granted by the Headteacher or Deputy Headteacher/ Senior Leader before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc. are required to present formal identification.
- All visitors enter the school building through the main entrance and report to administration staff at the main reception.
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They must produce formal identification.
- All visitors are required to sign the Visitors Record Book which is kept in reception at all times.
- All visitors are required to wear a visitor lanyard.
- All visitors working directly with children will be required to show an enhanced DBS and will receive a red visitor lanyard.
- Any visitors who are not working directly with children or not required to show an enhanced DBS, must remain with a named member of school staff for the duration of their visit and wear a blue visitor lanyard.
- All visitors are given information, including who the DSLs on site are that day and the need to share any safeguarding concerns they may have during their visit, if there is a fire drill planned or not, mobile phone protocols, and the procedure for fire evacuation.
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor.
- The contact will then be responsible for them while they are on site.
- On departing, visitors leave via the main reception and must sign out, entering leaving time in the Visitors Record Book.

### Unknown/ Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The above procedures then apply if the named person accepts the visitor.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Headteacher or Deputy Headteacher/Senior Leader will consider the situation and decide if it is necessary to inform the police.

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

### Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

### CPD

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

### Linked Policies

This policy should be read in conjunction with other related school policies, including:

- Child Protection and safeguarding
- Healthy and Safety
- Fire Safety

### Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

### Photographs

Visitors are typically prohibited from taking photographs whilst on the school site. Where this is a requirement of the role they perform (such as a contractor needing to photograph infrastructure or machinery for the purposes of a quotation), these will only be taken under the supervision of the accompanying staff member. Once the images have been taken, the accompanying staff member will check the device to ensure the images are appropriate for the stated purpose and do not include images of children or documentation of children.

### Fire & Evacuation

- The receptionist or host will explain what to do in the case of emergencies and fire alarms.
- The alarm is a continuous bell. Visitors must leave the building by the nearest exit.
- Visitors will be directed to the assembly point and ensure they are recorded present by the responsible staff.
- Visitors must not re-enter the building until told it is safe to do so.

### First Aid

If visitors need first aid or feel unwell during their visit, they must go to Reception where a First Aider will be called to assist.

### Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. It is essential that visitors follow any health and safety guidelines that may apply. By doing so, they will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

## Smoking

We operate a no smoking policy (which includes any type of vape or e-cigarette). Please do not smoke anywhere on the school site or its grounds.

## Safeguarding guidance for visitors

Adults visiting or working on the school site play an important part in the life of the school and keeping children safe. Visitors should observe the following guidelines:

- If you have any concerns that a child may be at risk of harm, report it immediately to an on-site DSL. They can be contacted via Reception. Do not discuss your concerns with the child or other staff and do not carry out an investigation.
- If a child makes a disclosure to you, do not promise confidentiality. If appropriate, explain that you will need to talk to someone else and then contact an on-site DSL to share your concerns immediately.
- Follow usual health and safety procedures and report any health and safety concern to a member of school staff.

## Visitor information



## Safeguarding information

Site leaders and DSLs (Designating Safeguarding Leads):

			
Samantha Richards	Janine Maidment	Jason Lee	Naz Ali
Executive Headteacher - Lead DSL	Senior Nursery Manager Deputy DSL	Teacher Deputy DSL	Nursery practitioner Deputy DSL

Please speak to one of the above members of staff if you have any *concerns regarding a child/children*.

Please ask to speak to Samantha Richards if you have a *concern about a member of staff*.

## First aid information

If a child has an accident or requires first aid, please inform a first aider who will administer first aid and support you to write up the accident information in the first aid book.

First aiders:

- Janine Maidment (Senior Nursery Manager)
- Kaneez Rafiqu (Teaching Assistant)
- Sabah Kabir (Teaching Assistant)
- Jason Lee (Teacher)
- Naz Ali (Teaching Assistant)
- Vicky Brennan (Office Manager)

## Leaving the building

You must sign out when you leave the building, even if you are returning the same day.

## Mobile phones

Mobile phones must be kept within the nursery office and can only be used when in the staffroom at break times or outside the building.

## Fire procedures

If a fire alarm sounds:




- Remain calm
- Make your way to the nearest exit
- Fire exits are located towards the back of both classrooms, towards the outdoor garden (clearly signposted)
- Wait at the assembly point on the nursery playground, ready to identify yourself as a visitor to the fire marshal
- Do not try to gather your belongings in the event of a fire alarm
- Do not re-enter the building until told to do so

## Visitor information



## Safeguarding information

Site leaders and DSLs (Designating Safeguarding Leads):

		
Samantha Richards	Gail Goldberg	Harshila Parmar
Executive Headteacher Lead DSL	Deputy Headteacher Deputy DSL	Senior Teacher Deputy DSL

Please speak to one of the above members of staff if you have any *concerns regarding a child/children*.

Please ask to speak to Samantha Richards if you have a *concern about a member of staff*.

## First aid information

If a child has an accident or requires first aid, please inform a first aider who will administer first aid and support you to write up the accident information in the first aid book.

First aiders:

- Gail Goldberg (Deputy Headteacher)
- Salma Mushtaq (Teaching Assistant)
- Sonia Parvaz (Nursery Officer)
- Rifat Shaheen (Nursery Officer)

- Harshila Parmar (Senior Teacher)
- Sughra Sattar (Teaching Assistant)
- Zaryab Mahmood (Nursery Officer)

## Leaving the building

You must sign out when you leave the building, even if you are returning the same day.

## Mobile phones

Mobile phones must be kept within the nursery office and can only be used when in the staffroom at break times or outside the building.

## Fire procedures

If a fire alarm sounds:

- Remain calm
- Make your way to the nearest exit
- There are 5 fire exits (clearly signposted)
- Wait at the assembly point on the far left of the nursery playground, ready to identify yourself as a visitor to the fire marshal
- Do not try to gather your belongings in the event of a fire alarm
- Do not re-enter the building until told to do so

# DBS CHECKS FOR VISITORS/CONTRACTORS



Following your safeguarding briefing, you will be requested to:

- Sign in with information of your full name, the date and time of your arrival, your organisation and who you are visiting
- Provide your DBS for checking
- Provide your photo ID



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