

# Woodley Church of England Primary School



## Our Vision:

*At Woodley C of E Primary School, each person is unique and accepted as a child of God. Through strong Christian values, and our BRIGHT attitudes to learning we inspire hearts and minds to create life-long learners, who have the skills, knowledge and understanding to shine brightly in the world.*

## Visitors Policy

Responsibility of: Finance and Facilities  
Type of Policy: Good Practice  
Date of Review: February 2026  
Date of Next Review: February 2028

Version	DATE	DESCRIPTION
1	January 2024	New policy
2		

Alternative formats available:	<a href="#">e-mail</a> <a href="#">enlarged print</a> <a href="#">audio</a>
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## **Procedures**

It is the policy of the school to require all external school visitors to report to the main entrance upon entering the school premises.

All visitors are required to sign the Visitors' Signing In/Out Sheet located in the school office reception area. Contractors or visitors from the Local Authority will be required to produce formal identification.

All visitors must sign that they have read and understood the Visitor Information Sheet that provides information on fire safety, health and safety, pupil safety and Safeguarding Leads, use of mobile phones and confidentiality.

All visitors must wear a Woodley C of E lanyard.

Blue lanyard = DBS viewed and checked by a member of the office team.  
Black lanyard = No DBS check carried out.

Visitors may be escorted to their point of contact or area of the school that they may wish to visit. If wearing a black lanyard, visitors must be accompanied at all times by a member of staff.

Any visitor that is not wearing an identity badge will be challenged to enquire who they are and their business on the school site.

## **Safeguarding**

If you have any concerns regarding a child or a child tells you something you are concerned about our safe guarding leads are as follows:

Senior Safeguarding Lead –Mrs Louisa Gurney, Head Teacher  
Deputy Safeguarding Lead – Mr Colin Blakely, Deputy Head Teacher  
Deputy Safeguarding Lead – Mrs Miranda Smith, Schools Support Co-Ordinator

A member of the office team will be able to direct you to one of the safeguarding leads.

## **Aggressive Behaviour**

All members of the school community have a right to expect that their school is a safe place in which to work and learn. Abuse, threatening behaviour or violence against school staff, or other members of the school community is unacceptable and will not be tolerated. Any incident will be treated seriously and a disruptive visitor may be banned from entering the school or even prosecuted. Abuse, threatening behaviour or violence are not considered to be an acceptable part of any job, nor is it part of the duties of any employee to accept such behaviour. Please refer to our Parent Code of Conduct Policy.

## **Governors/Volunteers**

Governor visits will be undertaken as part of a strategic school improvement programme and if a governor helps in any other capacity within the school, the necessary DBS checks will be required. When governors are on site, they will be

allocated with an orange lanyard to wear. All governors have completed the appropriate DBS checks.

Any volunteer/helper who has not been on site in a volunteer capacity for three months or more will need to complete another DBS check and complete relevant paperwork in line with our Volunteer Safeguarding Procedures.

When leaving the school site, all visitors need to sign out in the Visitors' Signing In/Out Sheet.

### **Car Park**

The car park is for use for school staff and visitors only. No parent should be using the car park within school hours. This is relaxed to parents after the hours of 4.30 to allow for children to be picked up from our after-school Club.

There is a 5mph speed limit in place. Engines should be switched off at all times and not left running.

Visitor cars are parked within the designated parking bays and not along the sides of the car park or on the hatchings at the end to enable an emergency vehicle to enter/exit the site easily in the case of an emergency.

The car park is not available to parents during the school day. Visitor parking is available over the road in the community centre car park as an overflow to the school car park or parking is available on the neighbouring roads. Visitors are asked to park safely and considerately at all times.

### **Confidentiality**

Visitors or volunteers on site may hear information that is confidential.

Confidentiality is of high importance to the school and all volunteers to the school will be asked to sign a confidentiality declaration.

### **Site Information**

- ***Contractors Working on Site***

Contractors may be refused entry if they are not able to provide their DBS paperwork and the site controller is not available to supervise. Contractors will be asked to return at another time outside of school hours.

Contractors may only gain entry when an appointment has been made or the visit has been verified over the phone with the organisation concerned. Arrival outside of a designated time or without an appointment may result in contractors being turned away.

Contractors will sign the register and check the location of the work with the Site Controller or Deputy Head Teacher before commencing any intrusive work.

- **Asbestos**

A copy of the asbestos register is held within the Bursar's office and available to view upon request. If, during work, asbestos is found or suspected, in line with our Asbestos Management Policy, work must stop immediately and the incident reported to the persons named below:

Head Teacher:	Louisa Gurney
Deputy Head Teacher:	Colin Blakely
Site Controller:	Robin Chescoe

- ***Children's safety, security and well-being are priorities.***

Schools are non-smoking areas. Smoking is not permitted anywhere on the school site, this includes the car park.

Security doors should be kept properly closed at all times.

No inappropriate language will be tolerated.

- ***Minimise Risks and Reduce Hazards***

All tools, ladders, electrical equipment etc. must be used correctly and must not be left unattended. Care should be taken to not create tripping hazards e.g. trailing cables. No work will be undertaken within Curriculum areas when school is in session unless supervised by the Site Controller. Visitors should not be using school tools, ladders or electrical equipment unless under the supervision of a competent person.

### **Fire and Emergency Evacuation**

If the fire alarm sounds (a long continuous bell), please leave the building immediately by the nearest exit. Make your way to the muster points located on the school field and report to a member of staff. Evacuation signage is placed around school. Please refer to the Fire Evacuation Policy.

### **Medical/Allergies**

If you have a severe allergy or any medical need that you feel we should be aware of please share this information when signing in with the office staff. We are a nut free site.

### **First Aid**

If you require first aid assistance please report to the school office and they will locate a trained First Aid member of staff.

Any accidents need to be reported to the school office immediately and the Accident Book filled in.

## **Mobile Phones**

Mobile phones are not permitted to be used within curriculum areas. Phones need to be switched off or switched onto silent mode. Calls can be made or taken in the front school office or outside the school office entrance. The use of phones to take pictures is strictly forbidden without first obtaining permission from a member of the Senior Leadership Team and then only if the need is necessary to allow contractors to carry out their duties.

## **Parent helpers/volunteers**

A register of regular parent helpers is kept in the school office. All regular helpers/volunteers are DBS checked and are asked to sign in on the Volunteer Register held in the school office.

If a parent approaches, a member of staff to ask about volunteering, all volunteers must be directed to the school office to ensure the correct procedure is followed.

## **School Events**

When arriving for school events whether these be out of school hours or during the school day, entrance on to site will be via the wooden gate at the front of school. The gate will be opened approximately 15-30 minutes before an event is due to start. Please form an orderly queue and wait to be given access to the school site.

- ***Pushchairs***

Due to the availability of space within school, pushchairs must be left outside of the school building and parked under the gazebo in the Infant Pick Up Zone. Woodley CofE will accept no responsibility for any loss of damage to these items

- ***Hot Drinks***

If hot drinks are available, lids will be provided. Hot drinks are not allowed into the curriculum areas.

- ***Younger children***

Younger children must be supervised at all times. This includes not allowing them to use the outside activity trail in the Junior Playground during drop off and pick up times.

- ***Photographs***

Parents and visitors will only be able to take photographs of their own children. Pictures containing other children must not be posted on social media sites.

## **Toilets**

Visitors must use the visitor toilet located in the school reception area. Adults should never use or enter the children's toilets. Contractors working in toilet areas must not enter until a member of staff have checked they are clear.