
Contents:

[Statement of intent](#)

1. [Authorisation](#)
2. [Visiting procedure](#)
3. [Exceptions](#)
4. [Unidentified individuals](#)

Statement of intent

This policy is designed to outline Marian Vian Primary School's policy regarding visitors to our school grounds. This policy will enable our school to:

- Engage with the community and outside educational influences in a structured and productive manner.
- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.

1. Authorisation

- 1.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 020 8658 6524.
- 1.2. The information will be recorded using 'Inventry' system, the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 1.3. The school office should be contacted about a proposed visitation in advance of a visit. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.
- 1.4. Teachers or other staff members arranging visitors to the school for educational purposes should collate all the above required information and pass this on to the school office for the headteacher's authorisation.
- 1.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor must not be allowed into the school without the supervision of a staff member.
- 1.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

2. Visiting procedures

- 2.1. All visitors to the academy, including parents, must comply with the following procedure:
 - Immediately report to the school reception area on arrival
 - Provide their details to the reception staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Sign-in using the Inventry system (badge printed)

- Display ID badge provided at all times while on school property
- Sign-out using the Inentry system

2.2. Visitors must comply with the schools Code of Conduct, Safeguarding and all other policies.

2.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

3. Exceptions

3.1. Visits to the school by contractors are governed by our Visitors /Contractors' Guidance Booklet

3.2. Parents/caregivers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' school activities are exempt from the visiting procedures outlined above.

3.3. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall etc.).

4. Unidentified individuals

4.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

4.2. Any such visitors should be directed to the school office where they can sign-in.

4.3. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they should be asked to leave the premises and the police called to assist.