

# Northwick Park Primary and Nursery Academy

## Visitor's Policy

### **Rationale**

Northwick Park Primary and Nursery Academy is a school which welcomes visitors. It is important that we encourage people to observe how the school ensures that we provide a safe and secure environment, many opportunities for learning, a stimulating environment both inside and out to support learning and social interactions, and that we provide a balanced and broad curriculum. We wish visitors to feel a part of our school community.

### **Objectives:**

- 1) To ensure that we provide a safe and secure environment for visitors.
- 2) To ensure we welcome any visitor to our school in a positive way therefore making their visit a memorable and enjoyable one.
- 3) To provide any students with the relevant information they require in order to carry out their studies.
- 4) To provide any parent with information or support.

Northwick Park Primary and Nursery Academy ensures that all areas of the school are aesthetically pleasing, by use of good quality displays, signs and notices. Staff and children will maintain to keep all areas tidy, encouraging respect of the school's resources.

The administration staff should greet visitors to the school in a polite and friendly manner. They readily provide information and guidance to both parents and people with other specific reasons for visiting the school. They are empathic to any problems that may arise and follow confidentiality procedures.

Entrance to the school is regulated by the use of a video linked security system and security gates, linking directly to the main office and Busy Bears. The front gate will be open until 8.30a.m allowing parents to take their child into Breakfast Club and then closed for safety reasons. During the day the only entry on and off the site for parents, children or visitors will be through the pedestrian gate at the front of the school. This will also protect the privacy of the children using the playgrounds and field areas during lunch time and P.E lessons, as there will not be any adults other than school staff allowed to enter the premises through the back gate between 9.15 a.m and 2.45 p.m. Parents bringing children to Nursery/Busy Bears during the day will need to use the pedestrian entrance at the front of the school.

Most external doors have security locks which are opened by codes, known only to staff. In addition, the door from the main entrance into the main part of the school, is secured by a digi-lock system, again code only known by members of staff.

Any visitor who enters into the school must sign in as a safety element. This applies to people who are maintenance workers, peripatetic teachers, students, helpers and school governors. Visitors will be provided with a 'Visitor' badge/sticker to indicate to members

of staff that they have been allowed access into the school. The signing of the register also complies with Fire Regulations. No visitor will be allowed to wander around the school unaccompanied. In all areas of the school the safety of the pupils and staff is of the highest priority.

Visitors who are in school for any length of time in a 'professional' capacity - students for example, must follow any policies that will become relevant to them. These will include confidentiality, dress and health and safety. Members of staff will inform students of the expectations of the school and how they should treat the children. Students from Further Education Establishments will be expected to wear their College uniform.

Other visitors in a professional capacity, including builders, should wear their company uniform and are expected to conform to health and safety regulations.

All visitors to the school will need to be aware of the school's Non-Smoking Policy.

The school has After School Hours Learning Clubs that are supervised by non school staff. These visitors will be in school with the school's permission, but will still follow all Health and Safety, school procedures and guidelines. These visitors are monitored by school staff to ensure they adhere to these.

The majority of our visitors throughout the day will be the parents/carers of children who attend our school. Our school has always held an 'open door' policy, enabling parents and carers reasonable access to communicate with the Headteacher and her staff whenever necessary. Parents/carers must understand though, that at certain times of the day, the class teachers will not be available and an appointment will need to be made. Similarly an appointment with the Headteacher may have to be made. In both cases these appointments will be made as soon as possible.

**Reviewed December 2014**