



RETTENDON PRIMARY SCHOOL

VISITORS, PARENTS, VOLUNTEERS AND ENQUIRIES POLICY

It is the policy of the school to require all school visitors to report to the main office upon entering the school premises. All visitors to school shall be welcomed in a cordial confidential, efficient and purposeful manner. They may be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the head teacher, or a member of the management team will be informed. The latter person may then contact the authorities, if he/she deems this necessary.

Parents must be respectful of the appointments system as spontaneity will be redirected in order for situations to be given our worthy attention. Teachers are not permitted to speak to parents with concerns when they are in the business of monitoring, planning lessons or teaching the children. Teachers are not permitted to discuss issues regarding pupils in public areas or classrooms, especially in front of other children.

If the visitor is allowed entrance to the premises, following verification, he/she will be required to enter details in the visitor's book. The following information will be recorded: date, name, company details, to whom visiting, car reg. number, time of arrival and (on leaving) time of departure.

He/she will then be escorted to the person who he/she is due to visit. All visitors and staff will conduct themselves in a courteous manner. Harassment and abusive behaviour will not be tolerated and secure an instant conclusion to any meeting. Excessive abusive behaviour will be reported to the relevant authorities immediately and a banning order may be implemented. (See appendix 1).

Any parent who is known to the administrator, who has arrived to collect his/her child will either be asked to sign the child out or have them signed out by the administrator, and give reasons for collecting the child.

In the event of a fire alarm being sounded, the administrator will ensure that the visitors' book is collected along with the registers and any visitor is checked to ensure he/she has vacated the building, at the assembly area, in the playground.

Parents and volunteer helpers are very welcome into our learning community but they must respect that any information about children and adults in school may be sensitive and confidential. Parents and volunteers are not permitted to share information about children and staff to others as this may contradict our Child Protection Policy and will result in the invitation to volunteer to be withdrawn.

This policy has been adopted, to ensure the safety and security of the pupils and staff is paramount. Any aggression aimed at our school community will be referred to the Essex Police immediately.

Appendix 1

School Banning Order Education Act 1996 – Section 547

School banning orders

(Tackling trespass, nuisance, abuse, threats and violence towards members of the school community)

Schools can issue a Section 547 to a member of the public, ex pupils or parents. Schools are encouraged in the first instance to write to the person making them aware that they are causing nuisance and that if they continue to misbehave then they will ask the Local Authority (LA) to instigate a banning order.

There are two types of banning orders:-

Parents

Parent(s) can be banned from a school site under the Act. We can involve the police and the County Council's legal advisers and this could result in a criminal conviction and a fine of up to £500.

Members of the Public / Ex Pupils

These are issued by the Local Authority as and when requested by the school, in some instances the Police have advised the school to issue a Section 547. If there is a young person under the age of 18 being banned, then the letter will be addressed to the Parent/Guardian of that child.

Reasons why we may implement a ban on any person can be:-

- Threatening, abusive or insulting words or behaviour likely to cause harassment, alarm or distress or general disturbance to those engaged in the business of the school
- Making aggressive accusations or attempted slander
- Exercising animals on school playing fields where the animal fouls the turf
- Persons frequenting the facilities for anti-social activities like consuming alcohol or using drugs or solvents
- Damage to property
- Physical assault
- Possession or/and use of offensive weapons
- Theft and/or trespass

(This list is not exhaustive)

These bans are permanent i.e. for the life of that person. The only way that it can be withdrawn is for the LA to submit a letter lifting the ban – but this would be with agreement of the Head teacher and this only happens in exceptional circumstances.