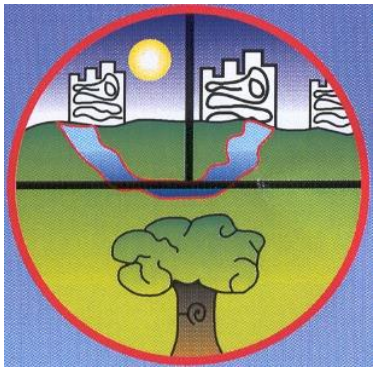

Cumran Primary School

Visitors' Policy

Including Visitor Procedures for (COVID 19)

Our Vision: "Learning together in a changing world."

Our Motto: "Look up and aim high."

The Italian Artist Michelangelo said,

"The greatest danger for most of us, is not that we aim too high and miss it, but that we aim too low and reach it."

Mission Statement

As a community of learners we aim to provide an environment where:

1. Each child is developing his/her full potential intellectually, creatively, physically, emotionally, socially, morally and spiritually in a secure, happy and caring atmosphere.
2. Each person is valued, respected and encouraged to value and respect all others.
3. We empower pupils to develop their role as a contributor to the economy and the environment, both within our school and the wider community.
4. We lay the foundations of life skills that the children will build upon as they mature and develop.

Introduction

We believe staff, parents, carers and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school and is unacceptable.

The purpose of this policy is to provide a reminder to all visitors to Cumran Primary School about expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Policy Aims

1. To protect our pupils and staff from harm when they are on the school premises
2. To promote effective and meaningful liaison between school staff and the wider school community

We have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Disability Discrimination Act 1995 and a common law duty to ensure that so far as is reasonably practicable, the school premises are safe and that visitors to school come to no harm. We also have a duty of care to our staff and pupils to ensure that they are safe from harm and therefore we expect visitors to adhere to this policy and to child protection procedures.

Policy Objectives

The key objectives of this policy are to have in place clear procedures for the admittance of external visitors to the school which is understood by all staff, governors, visitors, parents and carers. The procedures should conform to child protection guidelines and prevent unsuitable people from working with or accessing children in the school setting.

We have responsibility for the safety and well- being of all our pupils and staff anywhere on the school site during normal school hours, during school clubs and activities and on school organised trips off site. It is our aim to ensure that students at Cumran Primary School can learn and enjoy extra- curricular experiences in an environment where they are safe from harm.

This policy applies to:

- all teaching and non- teaching staff employed by the school;
- all visitors entering the school site during the day or for after school activities including peripatetic teachers, tutors, sports coaches etc
- parents and carers
- Governors
- Volunteers
- Children
- EA staff
- building and maintenance contractors

We encourage parents/ carers and members of the local community to visit our school and believe that there are many potential benefits which can result from increased interaction between adults and children. At the same time, the school must ensure pupils and staff are protected from harm, that the delivery of the curriculum is not disrupted and to protect the school's facilities and equipment from misuse or vandalism.

Our preventative curriculum introduces pupils to Stranger Danger however, the balance must be achieved between the potential benefits and risks associated with the

presence of visitors in our school. We encourage increased parent/carer involvement as it has a positive impact on the pupils' learning.

Procedures

1. All visitors must report to reception on arrival
2. All visitors will be asked to sign the visitors' record book which is kept in reception at all times, making note of their name, organisation, car registration and sign in time
3. Identification badges are available from the school office and should be worn by visitors
4. Visitors should sign out when leaving the premises and return their badges to the school office
5. A member of staff will escort all visitors to the appropriate location within the school
6. Visitors should ensure they do not use any photographic devices or video or recording devices whilst in the building without consent
7. Visitors are requested switch off their mobile phones while in the school

Parent/ Carer – staff liaison

There are opportunities for parents or carers to meet with teaching staff to discuss pupils' academic progress. All exchanges between parents and staff should be conducted in a respectful and tolerant manner. Parents/ carers are asked to adhere to the school's guidelines when seeking contact with their child's teacher. Casual or informal exchanges of information may need to be made, but to minimise disruption to class teaching time, if possible, this information should be sent in advance to the class teacher, in written form.

If a parent wishes to speak to a teacher regarding a more sensitive matter or a concern, an appointment should be made and the issues clarified in advance to enable the parents and the member of staff to make appropriate preparation. If a parent or carer requires a meeting with a member of staff this should be arranged in advance, this means the member of staff will be able to allocate quality time for the meeting.

Should a parent have a complaint, they should follow the procedures mentioned in the complaints policy.

Should a parent have a concern regarding child protection, they may contact Mrs P McDade.

Parents must be aware that should they have a general concern the first point of contact is the class teacher, then the head of key stage, Vice Principal, Principal, Chair of the Board of Governors, Mr C Campbell, and if they still are not satisfied can contact the Ombudsman.

<u>Visitors Code of Conduct</u>

In order to support a peaceful and safe school environment, the school cannot tolerate parents or carers and visitors exhibiting the following:

1. Using loud or offensive language, swearing or displaying a temper

2. Disruptive behaviour which threatens to or interferes with, daily classroom routines
3. Disruptive behaviour which threatens to or interferes with the normal working practices in the school office or in any other area of the school grounds
4. Threatening/ aggressive behaviour, towards any teacher, governor, visitor, fellow parent/ carer or pupil
5. Abusive or threatening emails, text voice messages, phone messages or any other written communication
6. Offensive or derogatory comments regarding the school or any of our school community on social sites, any concerns must be made through the appropriate channels as outlined above
8. The use of physical aggression towards another adult or child
9. Approaching someone else's child to discuss or chastise them because of the actions they had taken against their own child
10. Smoking, including E- cigarettes and consumption of alcohol or other drugs whilst on the school site
11. Dogs being brought into school premises

Contractors

When working on the school premises, contractors must cooperate with our health and safety policies and procedures. We have a legal responsibility under the Management of Health and Safety at Work regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

Inappropriate use of social network sites

The Governors consider the use of social media websites to fuel campaigns or complaints against members of the general public, including school principals, school staff and in some cases other parents/ carers or pupils, as unacceptable and not in the best interests of the children or the whole school community.

Any concerns must be raised through the appropriate channels by speaking to the class teacher, Head of Key Stage, Vice Principal, Principal or the Chair of the Board of Governors.

In the event of libellous or defamatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site. The school will also expect any parent/ carer or pupil to remove such comments immediately.

In serious cases, the school will consider its legal options to deal with any misuse of social networking and other sites, regarding its staff and pupils.

Serious Breaches of Acceptable Conduct

In line with EA recommendations, the Board of Governors reserves the right to put in place arrangements for addressing the most serious situations where the approach of a visitor might amount to harassment of staff, pupils or other members of the public, an injunction may be put in place to restrain any such person from coming into school premises.

Any individual causing disruption to the operation of the school or harassing pupils, staff or members of the public, shall be directed to leave the school premises immediately and the police called if necessary. Thankfully such situations are very rare in the school system and we trust this will never be the case at Cumran Primary School.

This policy will be reviewed in 2021 or as appropriate based on new legislation or recommendations as deemed necessary after an incident. Procedures will be updated as new guidance is received from DE, EA and PHA.

Cumran Primary School
Visitor Policy Covid 19 addendum

The safety of our pupils, staff and families remain our priority at Cumran Primary School. We are closely monitoring the situation with regards to the spread of Covid 19 and we will periodically update guidance based on current recommendations from the Department of Education, the Education Authority and the Public Health Agency.

Consequently, we are now limiting access to the school buildings to essential visitors only.

- Approved EA contractors (out of school hours where possible)
- EA officers eg: Literacy support, RISE, ED. Psych, Behaviour Support, Speech and Language Therapy
- School health/ nurse
- Approved tutors
- School transport

All visits to the school must be arranged prior to attending, either by telephone contact with the school office (02844811352) or by emailing the school secretary at info@cumran.clough.ni.sch.uk or by contractual agreement.

No cold callers to the school, will be admitted to the school building.

Face to face visits with parents are suspended until further notice. Any queries from parents will be resolved by phone, email or Seesaw (where appropriate). Parents have been asked to make contact with staff through the school office.

Upon arrival to the school visitors must:

- Present to the school reception (but not enter the school office) and:
- Answer the health and safety questions, appendix 1
- Complete self-declaration, screening questions, appendix 2
- Sign the visitors' book using their own pen

Visitors must not enter our school building if:

- you have had any of the symptoms of COVID 19 in the previous 14 days –

  cough (new/ continuous),

fever (temperature above 37.8C),

loss of or change in sense of smell and/or taste,

shortness of breath.

- You have travelled internationally in the past 14 days
- You, or anyone in your household, is required to self-isolate in accordance with PHA guidelines
- you have been in contact with anyone who has tested positive for COVID 19 in the past 14 days
- you have cold or flu symptoms
- you have suffered from vomiting or diarrhoea within the last 48 hours

Whilst in school visitors must;

- Wash their hands upon arrival at the school
- Wear a face covering (that they must bring with them) at all times, inside the school building
- Regularly wash their hands with soap and water or sanitise their hands during their visit
- Follow all PHA guidance on personal hygiene, hand hygiene and reducing risks in relation to COVID 19
- Practise good respiratory hygiene (coughs and sneezes)
- Put used tissues in the bin straight away and rewash hands
- Only access pre-agreed areas of school
- Maintain a social distance of 2m
- Refrain from handshakes
- Notify the office if they become ill during the visit
- Notify the office that they are signing out, to facilitate cleaning
- If working with a child or with a group of children, all surfaces must be cleaned with the disinfectant spray and disposable cloths provided, at the end of each session and in between sessions with different children.
- If a child becomes ill during their session they must inform their teacher immediately.

This policy will be reviewed in 2021 or as appropriate based on new legislation or recommendations as deemed necessary after an incident. Procedures will be updated as new guidance is received from DE, EA and PHA. We take the current situation very seriously as we look after the welfare of our pupils and staff.

If you have any questions, please contact the office/member of staff you were due to visit.

Appendix 1

VISITOR

BEFORE ENTERING OUR SCHOOL:

If you have any of these symptoms

Cough

Fever

Loss/Change in Sense of Smell or Taste

Shortness of Breath

Travelled internationally in the past 14 days.

Had contact with someone diagnosed with or suspected of having coronavirus (COVID-19) in the 14 days before getting sick.

DO NOT ENTER THE BUILDING

Appendix 2: Visitor Self- Declaration Form

Please note: If you plan to be onsite for consecutive days, please advise the school office immediately if your circumstances or answers to these questions change. The information used on this form will be used to determine your access right to our school and for contact tracing.