**Windy Nook Primary School**

**Visitor Policy**

## Purpose

We welcome and encourage visitors from a wide range of backgrounds to our school. Visitors play a valuable role in enriching the school environment. This policy ensures that all visitors are aware of our expectations and procedures to maintain a safe, respectful, and professional environment. This policy applies to all visitors, including parents, guardians, volunteers, contractors, and external professionals.

## Aims

This policy aims to:
- Clarify arrangements for access to and egress from the building.
- Ensure the safety of visiting adults, pupils, and staff.
- Enable visitors to follow our code of conduct and dress code.
- Provide procedures for raising concerns.

**Visitor Access and Egress Procedures**

All visitors must:

* Report to the school office on arrival.
* Sign in and always wear a visitor badge.
* Sign out and return the badge before leaving.
* Be informed of gate closure times and emergency procedures by office staff.
* Provide relevant ID, clearances, or documentation.

Visitors working independently with pupils must be briefed on fire and drill procedures.
Staff supervising visitors must assist them during emergencies.

# Visitor Agreement

Upon arrival, visitors may be asked to sign a Visitor Agreement Form confirming that they:

* Will follow all school health, safety, and child protection procedures.
* Have read and understood the school’s Visitor Policy.
* Agree to comply with school rules, safeguarding protocols, and staff guidance.
* Will act respectfully, inclusively, and professionally always.
* Will maintain appropriate boundaries and avoid unsupervised contact with pupils.
* Will seek staff support when dealing with sensitive or personal matters.
* Will minimise noise and disruption to maintain a calm learning environment.
* Will present themselves in a way that reflects the school’s values and promotes a safe, welcoming atmosphere.

# Dress Code

Visitors are expected to dress in a manner that reflects the professional and respectful environment of the school. While we recognise the importance of individual expression, attire should be appropriate for a primary school setting and support a safe and inclusive atmosphere.

## Guidelines:

* Clothing should be clean, tidy, and appropriate for interacting with children.
* Avoid clothing with offensive language, imagery, or slogans.
* Footwear should be practical and safe for walking around the school site.
* If engaging in physical or outdoor activities, suitable attire (e.g. sportswear) may be worn with prior agreement.
* Jewellery and accessories should be minimal and not pose a safety risk.
* Facial piercings should be discreet, and tattoos should be covered where possible.
* Chewing gum is not permitted on school premises.

# Code of Conduct

All visitors are expected to uphold the values and standards of the school community by demonstrating respectful, courteous, and inclusive behaviour toward pupils, staff, and fellow visitors at all times.

## Safe and Professional ConductVisitors must:

* Always maintain appropriate professional boundaries.
* Avoid unsupervised contact with pupils.
* Seek support from a staff member when discussing sensitive or personal matters.

## Supportive Learning EnvironmentVisitors are expected to contribute positively to the school environment by:

* Minimising noise and avoiding unnecessary disruptions.
* Maintaining a calm and respectful presence that supports a focused and productive learning atmosphere.

## **Commitment to Equality and Inclusion**The school is committed to fostering an inclusive environment where everyone feels safe, valued, and respected. Visitors must treat all members of the school community with dignity and without discrimination, regardless of age, gender, race, religion, disability, or background.

# Digital Conduct for Visitors

All visitors are expected to use digital devices and technology responsibly while on school premises.

This includes:

## Use of Personal Devices

* Mobile phones and other personal devices must be used discreetly and never in areas where pupils are present unless authorised.
* Taking photographs, videos, or audio recordings is strictly prohibited unless prior permission has been granted by the Headteacher.

## Internet and Network Access

* Visitors may only access the school’s Wi-Fi or network systems with prior approval.
* Any use of the school internet must comply with the school’s Acceptable Use Policy.

## Social Media and Online Communication

* Visitors must not post images, videos, or information about pupils, staff, or the school on social media.
* Any communication about the school online must be respectful and not bring the school into disrepute.

## Data Security

* Visitors must not access, store, or share any personal or sensitive data unless explicitly authorised.
* Any digital data handled during the visit must be treated in accordance with GDPR and school data protection policies.

## Emergency Procedures

In the event of an emergency, all visitors must follow the school’s evacuation procedures to ensure the safety of everyone on site:

* Immediately follow instructions given by school staff or emergency personnel.
* Leave the building promptly using the nearest safe exit—do not stop to collect personal belongings.
* During school hours, proceed directly to the Key Stage 2 (KS2) yard, which serves as the designated assembly point.
* Before and after school hours, the designated assembly point is the school car park.
* Remain at the assembly point until further instructions are given and do not re-enter the building until it is declared safe by authorised personnel.

# Raising Concerns

If a visitor has a concern about the welfare, safety, or conduct of a pupil or staff member, they must report it immediately to one of the school’s designated safeguarding leads:

**Mrs. L. Forrest** – Headteacher & Designated Safeguarding Lead

**Catherine Ramanandi** – Assistant Head Teacher

**Jemma Traynor** – Assistant Head Teacher

**Andrea Preece** – SENCo

If a visitor feels unable to raise their concern with school staff—particularly if the concern involves potential misconduct, unethical behaviour, abuse of power, discrimination, or harm—they are encouraged to follow the procedures outlined in the **Local Authority’s Confidential Reporting Code and Whistleblowing Policy**, available from the school office.