

La Petite Ecole Bilingue seeks to provide a warm and friendly learning environment where visitors are welcome. At the same time, the school has a legal duty to care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. In order to fulfil this duty, La Petite Ecole Bilingue requires that all visitors without exception comply with the following policy and procedures.

## **Policy responsibility**

The Head Teacher is responsible for the implementation, coordination and review of this policy.

## **Aim**

The aim of the policy is to safeguard children under the school's responsibility both during school hours and out of school hours' activities which are arranged by the school.

## **Objective**

The objective of the policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors and parents, and which conforms to child protection and safeguarding guidelines.

## **Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school site during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including Russian teachers, sports coaches, art teachers, etc.)
- All parents and volunteers
- All pupils
- Other education related personnel (borough adviser, inspectors, etc.)
- Building and maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses

## **Protocol and procedures**

### **Entrance for visitors (including late parents)**

The entrance for the visitors is the school entrance located in front of the building. It is equipped with a video intercom that allows the school to check who the visitor is before opening the door.

The Visitors Sign in/out Sheet can be found in this entrance and has to be completed by all visitors, no matter how long their visit.

### **Procedures**

Upon arrival at the school, all visitors will be asked to complete the Visitors Sign in/out Sheet with the following information:

- Their name and signature
- Their company (if applicable)
- The reason for their visit / who they are visiting
- Their time of arrival and departure
- When applicable, the number of their Visitor's badge

For extended visits (longer than the few minutes required to pick up a child or drop what was forgotten), visitors will be given a badge bearing their name. Formal proof of identification may be required. The badge must remain visible throughout their visits.

Visitors will then be escorted to their point of contact who will then be responsible for them while they are on site. Visitors are never allowed to move about the site unaccompanied except if valid DBS checks have been produced and the school has a record of those. Even then, the policy of the school is to avoid leaving visitors by themselves.

Upon departure, visitors will hand back their visitors badge and record their departure time in the Visitors Record Book.

### **Unknown/Unidentified Visitors**

Any unidentified/unknown visitor should be asked politely to identify themselves and their business on the school site.

They should then be escorted to the entrance and asked to sign in and provide every detail listed above. They should then be issued a visitor's badge.

In the event that the visitor refuses to comply, they should be asked to leave the premises immediately and the Head Teacher, Deputy Head and/or Founder should be informed. The Head Teacher, Deputy Head, and/or Founder will then consider the situation and decide if it is necessary to inform the police.

If the visitor becomes abusive or aggressive, they will be asked to leave the premises immediately and warned that if they fail to do so, police assistance will be called for.