



Visitors and Access Policy

Relevant links to other documents

See also:

- policies relating to safeguarding and safer recruitment;
- premises risk assessment(s).

Updates here may require updates to those documents.

Building security during the school day

- The front gate on to the street will remain shut (locked) at all times, except at drop-off and pick-up times (see below for details).
- The front gate auto-closes and has a magnetic lock - it is part of the daily checklist to ensure that the auto-closing and lock are both working.
- All fire exits remain shut at all times.
- The front door to the building and the door from the hall to the side return (workbenches) may from time to time be fixed open, when children are free to access outside. If the children are free to access the front yard (either via the side return, if the side gate is open, or if the front door) there will always be a member of staff stationed in the front yard with the gate in sight.

Process for accessing the school indoor premises

- Anyone wishing to access the premises outside of drop off and pick up times are required to press the Ring video doorbell.
- This notifies the Ring monitor (RM).
- The RM speaks to the visitor via the app and decides on whether to admit the visitor. Access will depend on the type of visitor (see below), whether the visit is planned, and after consulting a staff member.
- All admitted visitors are met by a member of staff.
- All visitors will sign in on entry (see below for more detail on signing in).
- All non-parents/guardians will be given a visitors lanyard to indicate that they have been checked and signed in.
- All visitors all need to sign out as they leave.

Monitoring the Ring app

The business manager is the main Ring monitor (RM). They have the Ring app permanently active and with notifications turned on. They are notified when the doorbell is pressed and can use the app to see who has pressed the doorbell and to speak to them.

For periods when the business manager is unavailable to answer the doorbell, they will hand over to another member of the team or founder who has the Ring app. Currently, this is Tara Royle (founder) or, in an emergency, the head of school.

Who can access the premises – types of visitor

Planned vs unplanned visits

- In general, no unplanned visits to the school will be allowed, during school hours.
- All visits during school hours must be approved in advance by the head of school.
- Visits are planned with enough time for the head of school to approve the visit and to ensure that the necessary risk assessments and safety checks have been carried out.
- Once it is confirmed, the head of school will record the planned visit on the team calendar.
- When a visitor requests access, the RM checks to see if it is a planned visit before admitting the visitor. Unplanned visitors will be asked to contact the school via the office number to arrange access.

Checks for planned visitors

The head of school will lead on ensuring that the following checks have been carried out for planned visitors before approving the visit. The business manager will support with carrying out checks.

- DBS – must be on the update service or have been issued within the last 3 months
- ID – passport or photo drivers licence with DOB matching the DBS certificate
- Safeguarding self-declaration – Wildwood’s online SD form

For certain types of visitor (including after-school club leaders), the following will also be requested from the visitor:

- Risk assessments covering the planned activities;
- Safeguarding policy detailing the visitor’s own safeguarding practices.

The head of school will decide whether these extra checks are required, check received documents and file, in a folder specific to the visitor, in the Safeguarding folder.

Deliveries

Couriers will be allowed access to the front yard in order to leave the delivery on the front step, as long as there are no children in the front yard. The RM will use the Ring front yard

camera to check that the area is clear. They will also check the package to ensure that leaving it on the front step will be safe (unlikely to trip or fall on to someone).

Parents / guardians

Parents may use the community room at the front of the building at various times while children are in the hall.

If a parent who is known to the team requests entry outside of drop-off and pick-up times, the RM will check with the team in the hall to make sure it is safe and appropriate for them to be in the community room, and also that there is someone free to greet them and ensure they sign in.

Anyone else claiming to be a parent will be asked to contact the school office number to arrange access.

Outside professionals and non-parent helpers

All such visits must be planned in advance.

- The usual checks apply (see above).
- The head of school decides whether the visitor is allowed to have unsupervised contact with any children, based on a risk-benefit assessment.

After-school club leaders

As well as the checks listed above, after-school club leaders have the following additional checks:

- Completed application form with employment history
- Two references from the most suitable people confirming the person is suitable to work with children

Contractors: maintenance/building work

- Whenever possible work will be carried out when there are no children at the premises.
- Anyone working at the building when children are present:
 - will be signed in (see signing in) and have their ID checked by a member of the team.
 - will be asked to complete a risk assessment, showing how they will ensure it is safe for them to carry out the work.

DBS checks for visitors (non-staff)

DBS checks will be carried out for the following types of visitor:

- Frequent parent helpers – parents who visit the school to interact with the children more than once per half term or any parent with a regular schedule to visit;

- All non-parents who visit the school to interact with children, in any capacity, for any length of time;
- Any non-parent (incl. contractors) who might be present or working in an area in which there might not be a staff member at all times;
- Any student on placement, volunteer helper or any person who visits the school on a regular basis for any reason.

In an emergency, it might be necessary to admit someone to the school premises (e.g. for emergency maintenance work), and they might be in an unsupervised area, the head of school or safety lead will risk assess and ensure measures are put in place to ensure the safety of the children.

Signing-in/out

Anyone who enters the premises is required to sign-in as they enter and sign-out as they leave.

The only exceptions to this are:

- Parents/carers dropping off or picking up – at all other times parents must sign in;
- Couriers leaving a package on the front step.

Visitors book

Signing in/out is recorded in the visitors book, which is kept in the lobby at all times. This records the following about each visitor:

- Full name
- Purpose of visit
- Organisation (if relevant)
- Entry date and time
- Exit time
- ID check – signed by member of staff

Safeguarding notice

A prominent safeguarding notice is displayed at all times in the visitors book, on the page opposite the current sign-in page. This is the one-page safeguarding summary that is also displayed in the community room. It covers key safeguarding basics, including the expectations of all adults at the school and how to report any concerns.

The staff member doing the daily site check will ensure that this notice is in place.

ID check

All non-parent visitors must show a photo ID (passport or drivers licence) that matches their name. All visitors are asked to bring ID when the visit is planned.

The staff member admitting the visitor will ask to see this ID and sign the visitors book to confirm that:

- The person's name and organisation are written clearly in the book.
- The person has provided an in-date ID (passport or photo drivers licence) that matches the name given.

Morning drop-off timings

- 8.45am RM opens the front gate remotely as parents/guardians arrive.
- 8.50am Safety lead hooks the front gate open and fixes the building front door open. Parents and children can access the front yard, lobby, toilets, and community room.
- 8.55am Children and parents can come into the hall.
- 9.10am Safety lead closes the front gate and building front door.
- 9.15am Community time (circle time) starts and all parents leave the hall. The Safety lead ensures that all parents have either left the building or signed in to stay.
- Between 9.10 and 9.15 the front gate will be opened remotely.
- 9.15am onwards - the RM will check with the team in the school before opening the front gate for a parent.

Afternoon pick-up timings

- 3.45pm RM opens the front gate remotely as parents arrive.
- 3.50pm Safety lead hooks the front gate open and fixes the building front door open.
- 3.50pm Parents and children can access the front yard, lobby, toilets, and community room.
- 3.50–4.10pm Teachers hand children over to their parents. If they do not recognise the person, they check with the child (to ensure the child knows the person by name) AND request the pick-up code word.
- 4.10pm Safety lead shuts the front gate and building front door.
- 4.10pm onwards - person answering the doorbell will check with the team in the school before opening the front gate for a parent picking up late.

Policy review

Policy created: 1 March 2024

Last reviewed: 1 March 2024

Last modified: 1 March 2024

Next review date: March 2026