



Visitors Policy and Procedures

Policy Statement

The school ensures all visitors have a warm, friendly and professional welcome.

The school has a legal duty of care for the health, welfare and safety of all students and staff.

In performing this duty the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedure. Failure to do so may result in a visitor's escorted departure from the school site.

Policy Responsibilities

The school's Designated Safeguarding Lead is the member of staff responsible for the implementation, co-ordination and review of this policy. This person will also be responsible for liaising with the school's HR Manager as appropriate. All breaches of this procedure must be reported to the school's Designated Safeguarding Lead.

Aim

To safeguard all young people the school has responsibility for in line with the school's Child Protection Policy and Prevent duty, both during school hours and in activities organised by the school outside of school hours.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to Child Protection 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 (i.e. within the school boundary fence), 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 (such as peripatetic teachers, sports coaches and topic related visitors e.g. authors)
- All governors of the school
- All parents and volunteers
- All pupils
- Other professionals
- Independent contractors

Protocol and Procedures

Visitors to the school

- All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below:
- All visitors must report to the main reception in the ACE building.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors' signing in book which is kept in reception at all times, making note of their name, organisation, who they are visiting, car registration and visitor badge number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them whilst they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school.

To qualify for this list the visitor must have provided the school's HR Manager with a DBS enhanced certificate with barred list checks. This will be registered on the school's central record.

Visitors on the Approved List **MUST** follow the same procedure on entry to the premises (i.e. come to reception and sign in the visitors log). A copy of the approved visitor list will be kept behind reception at all times.

Visiting Speakers

Prior to the visit, visiting speakers (e.g. assemblies, workshops) need to have discussed and agreed the aims of their session with the appropriate member of staff and received approval to go ahead.

A member of school staff will accompany the visiting speaker at all times when they are on the school site, including during the arranged session.

Visitors Departure from school

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure in the visitors' signing in book.
- Return the identification badge to reception.

Unknown/uninvited visitors to the school

Any visitors to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The procedures under 'visitors to the school' above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and/or Designated Safeguarding Lead (or Senior Leader if neither is available) should be informed promptly.

The Headteacher/ Designated Safeguarding Lead (or Senior Leader) would consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive they will be asked to leave the site immediately and warned that if they fail to leave the school grounds police assistance will be called for.

Governors and Volunteers

All governors and volunteers must comply with the school's Criminal Records Bureau Policy, completing a DBS disclosure form (if not already held) via the school's HR Manager.

Thereafter procedures as above should apply. Please note, governors should sign in and out of their own visiting Governors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Chair of Governors.

New volunteers will be asked to comply with this policy by the school's HR Manager at their initial meeting.

Staff Awareness

This policy forms part of the school's Safeguarding Policies and Procedures and is accessible via the HUB.

School staff and governors are reminded of the policy via the Staff Bulletin annually.

The policy is included within the Staff Handbook issued annually.

Parents are reminded of the policy via the e-newsletter annually and can access a full copy at any time from the school website.

Policy Review

September 2016