



Policy for Visitors, including procedures for contractors

Date of next review: January 2022

Responsibility: Headteacher

Date of policy creation: March 2016

Date of adoption: March 2016

Adopted by: Full Governing Body

Method of communication: website or on request from school office.

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy statement

Visitors are very welcome to our school; however, it is our schools responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body 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.

3. Policy responsibility

Our Designated Safeguarding Lead is Lisa Armstrong and is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the DSL.

4. 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 teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Governors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

5. Protocol and procedures

5.1 Planned visitors to the school

All visitors to the school may be asked to provide formal identification at the time of their visit

- Where possible the school office/ reception staff should be informed of all prearranged visitors to the school
- All visitors must report to the school office/ reception first and should not enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification

We ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (eg official identity badge, driving licence, bankcard which shows signature). We use an ultra-violet light where possible to check the authenticity of identification, and we ensure that identification is not damaged or altered. The checker will ensure that any photographic identification matches the visitor, and that any signature on identification matches the signature in the Visitors' Book.

If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager

We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit

- All visitors will be asked to sign the Visitors' Record Book (which is kept by the school office/ reception at all times **and locked securely away when not in use**), making note of their name, organisation and who they are visiting .
- All visitors will be required to wear an identification badge; the badge must remain visible throughout their visit
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information. **They should be made aware of fire procedures and our policy on using mobile devices in school.**
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site

- On departing the school, visitors should leave via the school office and:
 - Enter their departure time in the Visitors' Record Book alongside their arrival entry.
 - Return the identification badge to the school office/ reception.

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

5.2 Unknown/ unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school
- They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in 5.1 then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher (or the Teacher-in-Charge) should be informed promptly.
- The Headteacher / Assistant Headteacher (or the Teacher-in-Charge) will 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

6. Governors and regular volunteers/parent helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the School Office. A risk assessment will be carried out to ascertain whether volunteers should complete a DBS disclosure.
- All Governors and parent helpers should follow the procedures as stated in 5.1
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role

- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again all parents should follow the procedures as stated above 5.1

7. Contractors/ Workmen

- Contractors/ workmen should follow the procedures set out in 5.1

8. Staff development

As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.

9. Linked policies

This policy should be read in conjunction with other related policies, including:

- Child protection/safeguarding policy
- Health and safety policy
- Confidentiality policy
- Safer recruitment policy Additional Policies- Whistle blowing Policy
All documents and Procedures linked to prevent (Autumn)2015

Due diligence checks are conducted on visitors to the school. Any visiting speakers – whether invited by staff or by pupils themselves – are suitable and appropriately supervised within school.