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<b>Responsible Individual</b>	Director of Education
<b>Approval/Review Body</b>	Executive
<b>Frequency of Review</b>	12 months - Policies will be reviewed more frequently if legal changes or good practice require

## **Purpose**

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

## **Objectives**

The key objectives of this policy are to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, volunteers, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site and on school organised (and supervised) off-site activities during normal school hours. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day
- Volunteers
- Parents/carers
- Children
- Local Authority staff
- Building & Maintenance Contractors

## **Procedure**

### **Visitors Invited to the School**

Before a visitor is invited into the school, both the Headteacher and Deputy Headteacher are informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

# Visitors to School Policy

## Education Service Policy & Procedure



- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to Administration staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record Book which is kept in reception at all times
- All visitors are required to wear an appropriate lanyard for visitors – DBS checked and those without. Any visitor without DBS will be accompanied at all times within the building
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and protocol
- All visitors are informed about the importance of Safeguarding protocols and will be provided with a leaflet outlining procedures.
- Visitors are 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 while they are on site.

On departing, visitors leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception

### **Please note:**

**All volunteers and visitors will refrain from sharing political, religious or other discriminatory or divisive views whilst on the school premises.**

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge is 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 a visitor's identity lanyard. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately.

If an unknown/uninvited visitor becomes abusive or aggressive. The Headteacher/Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police. 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.

### **Volunteers and Volunteers**

All volunteers and volunteers are required to have an enhanced DBS.

New volunteers are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Head teacher and the Head of Education Services alongside the HR Department.

New volunteers will be asked to comply with this policy by the member of staff they first report to when coming into school for an activity or class supporting role.

### **CPD**

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

### **Linked Policies**

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

- Child Protection and Safeguarding Policy
- Healthy and Safety

### **Monitoring and Evaluation**

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.