



***Safeguarding is everyone's responsibility - 'it could happen here'.***

# **Visitor Policy**

## **September 2020**

Date of Policy	1 <sup>st</sup> September 2020
Review Date	July 2021
SLT Link	HR Manager

Signature  
Headteacher

Date: 01.09.20

## **1. The Aims of this Policy**

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.

## **2. The Objectives of this Policy**

The key objective of this 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, governors, 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, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. 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 or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

## **3. Visitors Invited to the School**

Before a visitor is invited to the school, the Receptionist should be informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Receptionist before a visitor is asked to come into school. If the Receptionist has any doubts as to necessity/appropriateness of the visit then they will seek authority from a member of SLT. The following process will be followed:

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors must enter the school building via Reception and report to the Receptionist
- 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 in using the electronic system in reception
- All visitors are required to wear a Visitors' lanyard which will be issued by the Receptionist
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about safeguarding and emergency evacuations procedures and protocol
- 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. (The only exception to this are visitors with a valid DBS clearance that has been checked by the Receptionist; such visitors will be issued with a green lanyard so that their checked status is easily identifiable by staff and will be allowed to move around the site unsupervised).

On departing, visitors leave via reception and:

- Log their departure time into the electronic signing in and out system
- Return their Visitors' lanyard to the Receptionist

- Any visitors departing after Reception has closed for the day should still log their departure into the electronic system and then post their lanyard into the secure box provided.

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

Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site. They should then be escorted to Reception to sign in and be provided with a Visitors' lanyard. The above procedures then apply.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately and a call to a member of SLT will be made if necessary. The Headteacher (or Senior Leader if the Headteacher is available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, an SLT member will be called and 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.

#### **5. Visitor Protocol During the COVID Pandemic**

- All visitors to the site will have guidance on physical distancing and hygiene explained to them on or before arrival.
- All visitors will have their temperature taken on arrival at Reception to ensure they are not displaying a raised temperature as a recognised COVID symptom.
- Visits to the site will happen outside of school hours wherever possible to limit contact between visitors and staff/students.
- Parents will be asked not to visit the school site without a prior appointment and will be directed to contact Reception to book an appointment to see a member of staff. Parents will be offered a telephone appointments or meeting via Microsoft Teams in the first instance.

#### **6. Governors and Volunteers**

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

New governors will be 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 Headteacher and the Chair of Governors or Clerk to the Governors.

New volunteers will also be asked to comply with this policy as part of their induction.

#### **7. CPD**

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

#### **8. Linked Policies**

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

- Child Protection
- Safeguarding

- Confidentiality
- Healthy and Safety
- Fire Safety

## **9. Monitoring and Evaluation**

The suitability of all visitors invited into school to work with our children will be assessed after every visit and a decision made as to whether they may be asked to visit the school in future. Any concerns about a visitor's suitability to be on the school site should be reported to the Headteacher as a priority.