



# SCHOOL VISITOR POLICY & PROCEDURE

Adopted by Governing Body: 24<sup>th</sup> September 2015

Reviewed and readopted date: November 2017

Reviewed and readopted date: 12<sup>th</sup> December 2018

# School Visitor Policy and Procedures

## Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Golborne High School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is not compromised.

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 procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

## Policy Responsibility

The Business Manager in conjunction with the Assistant Headteacher responsible for Safeguarding will be responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to the Business Manager.

## Aim

To safeguard all children under this school’s care both during school hours and on out of school activities arranged by the school.

## 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 and safeguarding guidelines and good practice.

## 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 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.
- All governors of the school
- All parents and volunteers
- All pupils
- Other education related personnel (eg Gateway staff, psychologists, etc)
- Building & maintenance and all other independent contractors visiting the school premises
- Independent contractor who may transport pupils on minibuses or in taxis

## Protocol and Procedures

### Visitors to the School

All visitors to the school may be asked to provide formal identification at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below:-

- All visitors must report to Reception in the first instance. No visitor is permitted to enter the school via any other entrance under any circumstances.
- 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 in using the electronic InVentry system in Reception making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

Purple Lanyard	Member of Golborne High School Staff
Yellow Lanyard	Enhanced DBS certificate provided
Red Lanyard	DBS not seen (Must be accompanied)
Grey Lanyard	Invigilator
Black Lanyard	Governor

- 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 while they are on site. Visitors must not enter classrooms unless escorted by a member of staff or by prior arrangement. Visitors must not be allowed to move about the site unaccompanied unless they are wearing a yellow lanyard.
- The safety and wellbeing of visitors during their visit are important to us. All visitors have a legal duty to care for the health and safety of themselves and others. Any accidents, injury or illness must be reported to the school office.
- In the event of a fire evacuation, visitors should be directed by a member of staff to the nearest exit and proceed to the designated assembly point on the Tennis Courts. Visitors must not re-enter the building until directed to do so.
- If a visitor has any concern that a child has been harmed, is at risk of harm or receives a disclosure during the visit this must be reported immediately to Reception so that the appropriate member of staff can be informed.
- School is a no smoking site. Visitors must not smoke whilst on school premises.
- Visitors should receive a leaflet outlining the school's safeguarding procedures.

### 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 (including music tuition staff, volunteers, supply staff, etc.).

To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check, including a Childrens' barred check, and a copy of this has been registered on the school's Single Central Record. They will wear a yellow lanyard.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the electronic InVentry system). Details of the approved visitors will be held on the InVentry system.

## **Departure of Visitors from School**

All visitors MUST leave the school via Reception and should be escorted to Reception by a member of staff. The visitor must:

- Record that they are leaving on the electronic InVentry system,
- Return the identification badge to the Receptionist.

## **Unknown/Uninvited 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 on the school site. They should then be escorted to reception to sign 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 a member of the SLT informed. The SLT member 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.

Please see Lockdown procedure for further guidance.

## **Governors and Volunteers**

All governors and parent helpers will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be renewed every 3 years.

Governors and volunteers will sign in and out of school on the electronic InVentry system and will be issued with an identification badge.

## **Staff Induction**

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

## **Linked Policies**

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

- Safeguarding Child Protection Policy
- Health and Safety Policy
- Fire Evacuation Policy
- Lockdown Policy

## **Policy Review**

This policy will be reviewed annually.