

School Visitor Policy and Procedures

Policy/Procedure Title	School Visitors Policy and Procedure
Author	OCC adopted/COO
Approved by	Adopted from OCC
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1. Aim

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

2. Policy statement

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

The PAT and its member schools have 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 Board of Directors, Local Governing bodies and Headteachers to ensure that this duty is implemented at all times.

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

3. Policy responsibility

The Headteachers delegate responsibility to the Chief Operations Officer (COO) for the implementation, coordination, dissemination and review of this policy and all breaches of this policy must be reported to the Headteacher and COO.

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 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 and Directors
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings, maintenance, and all other contractors

5. Protocol and procedures

5.1 Visitors to the school

All visitors to the school may be asked to provide formal identification at the time of their visit. They must follow the procedure below.

- Where possible the school office/ reception staff should be informed of all pre-arranged 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 upon request
- All visitors will be asked to sign in using the schools' agreed sign in system (which is located by the school office/reception). They will be asked to record their name, organisation, who they are visiting and car registration number and tick that they have read and understood all other items.
- 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
- All visitors will be provided with an identification badge which must be worn. 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 the school office/reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are an approved visitor who has been registered on the school's Central record (see 5.2)
- On departing the school, visitors should leave via the school office /reception and:
 - Sign out using the schools' system
 - 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 Approved Visitors

Each school must maintain a live list of approved visitors who frequently visit the school to undertake work on the school's central record (including contractors and supply staff)

To qualify for this list the visitor must have demonstrated prior to the visit that.

- They have a current clear enhanced DBS check, and this has been registered on the school's Central record **AND**
- A current clear DBS children's barred check has been undertaken **AND**
- A letter has been received from the employer that pre-employment checks have been undertaken

Visitors on the approved list **MUST** follow the same procedures on entry to the premises (i.e., come to reception and sign in). A live electronic copy of each school's central record may only be accessed by school Administration Officers.

5.3 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 in using the schools' agreed sign in system 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 / SLT member should be informed promptly
- The Headteacher / 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

6. Governors/ Directors and volunteers

- All Governors, Directors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) via the school Office
- All Governors and parent helpers should follow the procedures as stated in 5.1
- New Governors and Directors 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 volunteers will be asked to comply with this policy by staff they first report to when 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/ workers 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

10. Policy review

The PAT adopts OCC model policies annually and implements all OCC updates.