

## School Visitors Policy and Procedures

### Policy Statement

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 staff to ensure that this duty is uncompromised 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 procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

### Policy Responsibility

The Designated Safeguarding Lead is the member of staff responsible for the implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff as appropriate. All breaches of this procedure must be reported to the Designated Safeguarding Lead. The aim is to safeguard all children under this school’s responsibility both during school hours and out of school hours activities which are 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.

### Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), 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, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Social Care personnel, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

## Protocols and Procedures

### Visitors to the School

All visitors to the school may be asked to bring formal identification with them 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.

#### **Report to reception:**

- Once on site, all visitors must report to reception first. 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 sign the Visitors Record Book. This is kept in reception at all times 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.
- Visitors will be given a red “Child Protection visitors guide”. They must read this while they are waiting for an escort. This needs to be returned to reception at the end of their visit.
- 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

#### **Identification**

- All visitors will be given an ID card and coloured lanyard
- Red = No DBS/ID. For example, parents visitors with appointments, photocopying engineers, contractors. **These visitors must be escorted at all times**
- Yellow = with DBS/ID. DBS/ID to be checked before issue, if in doubt give them a red lanyard. For example, social workers with ID, CAMHs professionals, EWO, SEND support, Police, Ofsted with ID, daily supply teachers, nurses.

#### **Role of the school receptionist**

- To represent the school in professional efficient manner
- To ensure all visitors sign in.
- To ensure that all visitors that come to reception are given an ID badge and coloured lanyard
- To ensure that the visitor is given a red card, “Child protection visitor guide” and told to read it while they are signing in and waiting for staff members.

- To ensure that visitors stay in the designated seating area until met by a member of staff.
- To monitor the returning of badges and red cards, and signing out of visitors.
- To report to DSL (designated safeguarding lead), Mark Longuehaye (Deputy Head teacher) if any visitor does not sign in or out. DSL to investigate procedure breach with relevant member or members of staff.
- To have lanyards, plastic badge holders and badges accessible but secure in the reception area.
- To ensure that all members of staff covering reception must know of the procedure for visitors and where the various resources are.

#### 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 contractors and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the Single Central Record

AND

- b) A current clear DBS barred check has 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 the visitors book). A copy of the approved visitor list will be kept behind reception at all times. They will be issued with a yellow lanyard.

#### Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Enter their **departure time** in the Visitors Record Book alongside their arrival entry
- **Return** the identification badge and red “Child protection visitor guide” to reception
- A member of staff should **escort** the visitor to the reception. Unless they have a yellow lanyard.

#### Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge **must** be challenged politely. An enquire must be made to ascertain 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 an identity badge.

The procedures under “Visitors to the School” above will then apply. In the event that the visitor refuses to comply, they will be asked to leave the site immediately and a member of the SLT must be 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.

### Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office. The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as above should apply. Please note that Governors should sign in and out using the Visitors Book. New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this policy by staff to whom they first report when coming into school for an activity.

### Staff Development

As part of their induction, new staff must understand the importance of the 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 Policy. Health and Safety Policy. Fire Evacuation Procedures

**Policy Review:** The policy will be reviewed in October 2019

Date: October 2018

## Annex A

### Types of lanyard at St Mark's Catholic School

Red – No DBS	Yellow – DBS (checked before issue)
<ul style="list-style-type: none"><li>• Parents</li><li>• Visitors with an appointment</li><li>• Photocopying engineers</li><li>• Contractors</li></ul>	<ul style="list-style-type: none"><li>• Social workers with ID</li><li>• CAMHS professionals</li><li>• EWO</li><li>• SEND support</li><li>• Police</li><li>• Ofsted (check first)</li><li>• Daily supply teachers</li><li>• Nurses</li></ul>

### **Other lanyards** in use in the school

Pink – Permanent members of staff

Green – 6<sup>th</sup> Form students (years 12 & 13).