St. Mark's Catholic School

VISITORS POLICY

Effective Date:	Review Date:	Prepared by:	Designated SLT:	Governor's Committee:
Sept 2026	Sept 2027	MKI	MKI	Pastoral

Our Mission:

St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.

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 in on the Visitors' Sign-in App in Reception which will record 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 a 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), Monica Kingsland 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.

Visitors Departure from School

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

- All visitors must sign out on the App prior to leaving reception.
- **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 enquiry must be made to ascertain who they are and their business on the school site. They should then be escorted to reception to sign in on the Visitors Sign-in App 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 volunteers 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 valid. Thereafter, procedures as above should apply. Please note that Governors should sign in and out using the Visitors Sign-in App. New governors will be made aware of this policy and be 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.

Appendix A: Types of lanyard at St Mark's Catholic School

Red – No DBS	Yellow – DBS (checked before issue)
• Parents • Visitors with an appointment • Photocopying engineers • Contractors	• Social workers with ID • CAMHS professionals • EWO • SEND support • Police • Ofsted (check first) • Daily supply teachers • Nurses

Other lanyards in use in the school
Purple – Permanent members of staff
Green – 6th Form students (year 12)
Blue – 6th Form students (year 13)