



# **School Visitors Policy and Procedures**

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## Contents

Policy Statement .....	2
Protocol and Procedures.....	3

## Policy Statement

The Governing Board assures all visitors a warm, friendly and professional welcome to Maricourt Catholic 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 Board and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Board 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 to do so may result in the visitor’s escorted departure from the school site.

## Policy Responsibility

The Business Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Business Manager

## Aim

To safeguard all children under this school’s responsibility both during school hours, curriculum 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 in compliance with 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 pupils
- All parents and volunteers
- Other Education related personal (LA advisors/inspectors)
- Independent contractors who may provide student transport

## Protocol 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 following procedures

- 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 be asked to sign the Visitors Record Book which 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 whose purpose is to work with pupils in some capacity:*

Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one to one basis (e.g. Children's services or health professionals.)

Staff should ensure that all normal visitor policy requirements are followed.

Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building. If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff. At times this may be teaching a class or a one to one interview. This must be agreed in advance. Regular visitors to the school must have DBS clearance.

### *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 School's Central Record
- b) A current clear DBS children's barred check has been undertaken

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises.

### *Visitors departing from school*

On departing the school visitors Must leave via reception and:

- Complete the departures section in the Visitors Record Book
- Return the identification badge

### *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 the Visitors Record 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 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.

### *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 per above should apply. Please note that Governors should sign in and out using the Visitors Record 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 they first report to when coming into school for an activity or class supporting role.

### *Linked policies:*

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

Safeguarding Policy

Health and Safety Policy.