School Visitors Policy and Procedures

Policy Statement
The Governing Body assures all visitors a warm, friendly and professional welcome to Our Lady & St Edwards Catholic Voluntary Academy, 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 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 Head Teacher 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 Designated Safeguarding Leads (DSL) as appropriate. All breaches of this procedure must be reported to the Head Teacher.

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 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:

1. All staff employed by the school
2. 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)
3. All governors of the school
4. All parents and volunteers
5. All pupils
6. Other Education related personnel (County Advisors, Inspectors)
   Building & Maintenance and all other Independent contractors visiting the school premises
7. Independent contractors who may transport students on minibuses or in taxis

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 procedure below.

1. Once on site, all visitors must report to reception first. This may be either through the front entrance or by calling at the rear door.
2. If a visitor enters by the rear door, they will be met at this point by a member of the office staff who will then escort them to the reception area and the office staff will then sign them in in accordance with GDPR.
3. Once contact is made with 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.
4. All visitors will be signed into 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. This will be completed by the office staff according to the new GDPR.
5. All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
6. 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.
7. New teachers/supply teachers/visitors in school for a day or more will be given a induction tour by the Site Manager first thing in the morning.

Approved Visitor List/Single Central Record (SRC)
The School will hold an approved visitor list/SCR 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 **AND**

b) A current clear DBS children's barred check has been undertaken **AND** Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book). A copy of the approved visitor list is kept on the school data system.

Visitors Departure from School
On departing the school, visitors MUST leave via reception and:

1. The office staff will enter their departure time in the Visitors Record Book alongside their arrival entry
2. Return the identification badge to reception
3. A member of staff should escort the visitor to the reception.

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 and the office staff will 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 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 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 Head Teacher 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.

Staff Development
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 procedure should be read in conjunction with other related school policies, including:

1) Safeguarding Policy
2) Health and Safety Policy
3) Fire Policy

Policy Review
The policy will be reviewed in January 2020

Reviewed by R. Byrne:

Reviewed by governors: