## Visitors Policy

### Policy Statement

(Insert school name here) Schools’ Governing Body assures all visitors a warm, friendly and professional welcome, 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 recognizes 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 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 school’s security staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Manager.

### Policy Aim & Objectives

This policy aims to safeguard all children under this school’s responsibility both during school hours curriculum and out of school hour’s activities which are arranged by the school. The ultimate aim is to ensure that students at (Insert school name here) Schools can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Because 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 organized (and supervised) off-site activities, (Insert school name here) Schools strives to put 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.

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 (County Advisors, Inspectors)

• Building & Maintenance and all other Independent contractors visiting the school premises

• 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 list). They must follow the procedure below:

• At times when the security gates are closed, all visitors must stop at the gate and meet the security personnel to gain access to site, explaining who they are and the purpose of their visit.

• 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 at the gate at all times making note of their name, organisation, who they are visiting, contact information, car registration and visitor badge number, among other things.

• All visitors will be required to wear an identification badge – 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 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.

**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). Visitors on the Approved Visitors List must have the written authorization of the Principal or Manager to travel around the school site unaided. Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. sign in the visitors’ book). A copy of the approved visitor list will be kept behind reception at all times.

**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 to security

• A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

**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 security to sign the visitors book and be issued with an identity badge after which, 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 the Principal and Manager should be informed promptly. The Principal and Manager 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.