

Policy Title:	Visitors Policy	
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Author(s):	School Business Manager	
Ratified by:	Governors Policy Committee	
Responsible signatory:	Chair H.McCann	Vice Chair W.Blundell
Amendments:		
Date:	July 2021	
Outcome:	This Policy: is intended to help schools manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher, senior leadership team and the Governing Body.	
Cross Reference:	Child Protection and Safeguarding Health and Safety Policy	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the policy author.

Astley Park School

Visitors Policy

Introduction

This Policy is intended to help schools manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher, senior leadership team and the Governing Body.

Guidance and Responsibilities

The Governors Policy Committee are responsible for implementing this guidance and managing visitors to the school. The day-to-day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors equally.

Types of visitor

There are several different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role i.e., social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches.
- Visitors who attend the school in connection with the building, grounds, or equipment i.e., builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors i.e., parents, parent helpers, school governors.

Visits should be planned to ensure they run smoothly considering the need to safeguard children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken.

Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's Safeguarding protocols which are displayed on the InVentry System, and visitors are required to accept.
- A visitor's badge should be worn and displayed prominently.

- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination. Alternatively, a member of the Business Support Team will guide the visitor to the meeting area.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- If visitors find they are alone with pupils/children, they should report to a member of staff or reception.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

Unknown, uninvited, or malicious visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign in and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Staff from other agencies (eg, Supply Staff)

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore, it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

Contractors

For building or maintenance contractors schools will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off the work areas, will provide additional safeguards. Contractors should sign in and be issued with a visitors' badge. If the contractor is working in an area of the school where students are present, they will be accompanied by the Site Manager, or another member of staff.

Trainee teachers

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

Governors

Governors should follow the same procedures as other visitors when coming into school. If they are to have unsupervised contact with children, they will require the appropriate DBS checks.

Parents and relatives

Keeping Children Safe in Education says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. In these circumstances head teachers should use their professional judgment about the need to escort or supervise visitors.

Ofsted

Our policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. They will also be required to produce DBS information.

Raising awareness of visitor safety with children

Staff and students will be reminded on a regular basis that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff.

Concerns related to a visitor

Staff and students will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the DSL.

Any issues regarding the suitability of visitors to the school should be noted by the DSL and promptly brought to the attention of the Headteacher. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact LCC LADO for advice.

COVID restrictions

Whilst we are still under Covid restrictions, please would all visitors adhere to the local guideline which school will relay to them? These restrictions will change periodically.