

# Brookfields School Visitor Policy



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## Statement of intent

This policy is designed to outline Brookfields School procedures regarding visitors to the premises. This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

## 1) Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Health and Safety at Work Act 1974

DfE (2023) 'Keeping children safe in education 2023

Childcare Act 2006

Education Act 1996

DfE (2021) Prevent Duty Guidance

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Contractors Policy
- Volunteer Policy
- First Aid Policy
- Prevent Duty Policy

## 2) Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, on 01514244329 or by emailing [secretary@bfs.set.org](mailto:secretary@bfs.set.org)

Visitors are required to sign in on arrival through the school's Inventory system which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable. Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff. Parents are discouraged from visiting the

school during school hours unless for a school event, prearranged meeting, or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

### **3) Visiting procedures**

All visitors to the school, including parents, will comply with the following procedure:

- I. Immediately report to the school reception area on arrival
- II. Provide their details to the school office staff, including: - Name - Purpose of visit - Name of pupil the visit pertains to/staff member who arranged the visit
- III. Sign-in using the computer at reception
- IV. Display ID badges provided at all times while on school property
- V. Sign-out using the visitors' computer at reception
- VI. Return ID badges to the school office before departure

### **4) Safeguarding**

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit. A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity. DBS checks will be undertaken in accordance with the DBS Policy. The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors. The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

*Please see excerpts from KCSIE 2023 below for further detail.*

### **5) Exceptions**

Visits to the school by contractors will take place (unless in emergency situations) outside of the school day when pupils are present. If contractors do arrive in site they shall be supervised at all times and DBS checks may be undertaken depending on the purpose of their visit.

Visitors attending scheduled open days, sports events or other by-invitation school activities where there will be a high volume of visitors will be asked to sign in on a paper sign in sheet. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (eg the sports field, school hall) and will at all times be supervised by staff members.

### **6) Unidentified individuals**

It is the responsibility of all staff members to politely question any individual who requests to enter the school premises unaccompanied and/or without a clearly displayed name badge. Any such visitors will be directed to the school office where they can sign-in. If a visitor cannot be identified, the Headteacher or member of SLT will be informed immediately. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

### **7) Visitor conduct**

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times. The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents, or other visitors. Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary. In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

**8)Monitoring and review** This policy will be monitored and reviewed on an annual basis by the Headteacher. Amendments to the policy will be communicated to all relevant stakeholders.

***KCSIE 2023 excerpt for reference***

*Schools and colleges have different types of visitors, those with a professional role i.e. educational psychologists, social workers etc. those connected with the building, grounds maintenance, children’s relatives or other visitors attending an activity in school such as a sports day.*

*Schools and colleges must obtain written notification from any agency, or thirdparty organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college (or who will be providing education on the school or college’s behalf, including through online delivery). In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.*

*Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college must obtain a copy of the certificate from the agency.*

*Where the position requires a children’s barred list check, this must be obtained by the agency or third party by obtaining an enhanced DBS certificate with children’s barred list information, prior to appointing the individual.*

*The school or college should also check that the person presenting themselves for work is the same person on whom the checks have been made.*

*Schools and colleges should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children’s relatives or other visitors attending a sports day. Headteachers and principals should use their professional judgement about the need to escort or supervise such visitors.*

*For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor’s employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances).*

*Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help schools and colleges enrich children’s education, careful consideration should be given to the suitability of any external organisations*

October 2023.

Updated annually.