

**Visitors to School Policy**

September 2018

**The Aims of this Policy**

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

**The Objectives of this Policy**

The key objectives of this policy is 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/carers and conforms to child protection guidelines andprevents unsuitable people from working with or accessing childrenand young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

* All teaching and non-teaching 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 etc)
* Governors
* Parents/carers
* Volunteers
* Children
* Local Authority staff
* Trust staff and Employees
* Building & Maintenance Contractors

Protocol and Procedures

**Visitors Invited to the School**

Before a visitor is invited to the school, both the Principal and Business Manager are informed, with a clear explanation as to the relevance, purpose date and time of the visit . Permission must be granted by the principal before a visitor is asked to come into school.

ALL VISITORS MUST REPORT TO THE MAIN ENTRANCE. ANY VISITORS PRESENTING AT THE CAR PARK ENTRANCE MUST BE SENT AROUND OR BROUGHT THROUGH WITH AN ESCORT.

**THE PERSON TO ESCORT MUST ENSURE THAT A MEMBER OF THE OFFICE STAFF RECIEVES THE VISITOR – THEY MUST NEVER BE LEFT ALONE IN THE BUILDING**

* Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
* Visitors from the Enquire Learning trust need to present with their trust ID cards.
* All visitors enter the school building through the main door and report to Administration staff
* All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
* All visitors are required to sign in using the school inventory system.
* All visitors are required to wear a photo identification badge produced by the inventory system.
* All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations, safeguarding procedures and protocol
* Visitors are 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.

On departing, visitors leave via reception and:

* Sign out using the inventory system.
* If visitors are on the school car park, they must be escorted to the car park by a member of staff or walk around to the car park.

**Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign into the inventory system and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Principal/Vice Principal (or Senior Leader if neither is available) 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 regular volunteers are required to have an enhanced DBS. (See volunteer policy)

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the principal and the 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.

**CPD**

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

**Linked Policies**

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

* Child Protection
* Safeguarding
* Confidentiality
* Healthy and Safety
* Fire Safety
* Volunteer policy

**Monitoring and Evaluation**

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

Date for Review: September 2020