



## **Visitor Policy**

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Signed by:

21/06/2022

Reviewed & Approved:  
04/10/2023

Headteacher

Date: 02/07/2024

Chair of Governors

21/06/2023  
Date: 02/06/2024

## Statement of Intent

This policy is designed to outline St Edmund Arrowsmith Catholic High School's procedures regarding visitors to our school grounds.

The school body assures all visitors a warm, friendly and professional welcome. The School has a legal duty of care for the health, safety, security and wellbeing of all students, staff and visitors. This duty of care incorporates the duty to safeguard all students and staff from subjection to any form of harm, abuse or nuisance. It is the responsibility of the headteacher, Governing Body and senior staff to ensure that this duty is uncompromised at all times. School 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.

This policy will enable our school to: -

- Put in place a clear protocol and procedure for the admittance of external visitors to the school
  - 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.
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## 1. Legal Framework

1.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:-

- Health and Safety at Work etc. Act 1974
- DfE (2023) 'Keeping children safe in education'
- Childcare Act 2006
- Education Act 1996

1.2. 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

1.3. The **DSL** is responsible for ensuring visitors receive copies of and understand the following school policies:-

- Social Media Policy
- Personal Electronic Devices Policy
- Staff and Volunteer Confidentiality Policy

## 2. Authorisation

### Planning a visit

- 2.1. Individuals who would like to visit the school, must arrange this with the pupil's Director of Learning in the first instance. If the visitor does not have the appropriate information to contact the Director of Learning, they should contact the school's main reception (**01942 728651**) and appropriate contact details will be shared.
- 2.2. The Director of Learning will obtain the following information from the individual who requests a visit.
  - Name of the visitor
  - Organisation they belong to
  - Email address
  - Date and time of proposed visit
  - Reason for the visit.
- 2.3. This information will then be passed to PA to SLT, HR Manager/Clerk to Governing Body. Appropriate safeguarding checks and requirements will then be carried out in advance of visit.
- 2.4. Visitors who arrive at the school without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the school staff are happy to do so.
- 2.5. The visitor will not be allowed into the school without the supervision of a **teacher**, **member of school office staff** or **member of the SLT**.
- 2.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in section 4.

## 3. Safeguarding

- 3.1. 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.
- 3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
  - Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
  - Regularly providing advice or guidance on physical, emotional or educational wellbeing.
  - Regularly driving a vehicle only for children.
  - Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
  - All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
  - All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

- 3.3. DBS checks will be undertaken in accordance with the **DBS Policy**.
- 3.4. The **DSL** and **PA to SLT/HR Manager/Clerk to Governing Body** will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- 3.5. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- 3.6. Where appropriate, risk assessments will be undertaken relating to visits to the school.
- 3.7. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

## 4. Visiting Procedures

- 4.1. All visitors to the school, including parents, will comply with the following procedure
  - Immediately report to the school reception area on arrival
  - Provide the following details to the **school office staff**:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to
    - Staff member who arranged the visit
    - Expected length of visit
- 4.2. Provide formal identification e.g. driving license. Wigan staff must show their photo ID card.
- 4.3. Sign-in using the school Inventory system. When signing in, visitors will be asked to agree to the school's safeguarding protocols and visitor code of conduct. Your photo will be for your ID Badge. A leaflet detailing all procedures will be shared on arrival.
- 4.4. Display ID badges provided at all times while on school property.
- 4.5. Visitors will then be escorted to their point of contact. The visitor will not be allowed to move about the site unaccompanied unless they are registered on the Approval Visitors List (Single Central Register)
- 4.6. Sign-out using the school Inventory system upon departure
- 4.7. Return ID badges to the school office before departure
- 4.8. Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 4.9. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

- 4.10. Visitors should not engage in conversation with pupils unless the purpose of the visit is to work directly with pupils.
- 4.11. Visitors should identify themselves and explain purpose of visit should they be questioned during the visit.
- 4.12. In the event of an emergency evacuation, visitors will be directed by a member of staff to the nearest exit to proceed to the designated assembly point.
- 4.13. If a visitor has any concerns that a child has been harmed or is at risk, they must report this to a member of staff immediately. A safeguarding lead will then be notified.

#### 4.14. Sporting Events/Fixtures

Spectators are welcome however the following applies: -

- Spectators must arrive **by 4.00pm** to ensure the signing in procedures can be followed.
- Anyone arriving after 4.00pm will not be admitted.
- Pupils who attend our school are able to attend without a parent providing they are wearing their school uniform and do not leave the school site. All other children under 18 must be accompanied by an adult.
- Visitor conduct must be in accordance with section 7.

#### 4.15 Lanyards

- Visitors with a **green lanyard** are allowed to work pupils unsupervised. They will be required to show their ID Badge and Enhanced DBS certificate (unless employed by an approved organisation). These include:-
  - Supply Staff
  - NHS staff
  - Social Care/CAMHS/MHST/Start Well
  - Counsellors
- Visitors with an **amber lanyard** can be unsupervised in school if they have provided an enhanced DBS certificate (unless employed by an approved organisation). They should not interact with pupils on the school premises. These include:-
  - Certain contractors
  - Maintenance/Repair staff
- Visitors with a **red lanyard** should NOT be unsupervised at any point on the school premises. These include: -
  - Contractors
  - Maintenance/Repair staff
  - Parents of students on roll or prospective students

## 5. Exceptions

- 5.1. Visits to the school by contractors/builders/maintenance staff will be overseen by the school's business manager are governed by our **Contractors' Policy**.
- 5.2. Visitors attending scheduled open days or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in section 4.

- 5.3. Anyone attending school events will keep to the areas of the school grounds where the events are taking place.
- 5.4. Trainee teachers that work in school as part of an arrangement with Wigan & West Lancashire Catholic Schools Direct. For each trainee, the school will receive written confirmation that appropriate safeguarding checks have been completed.
- 5.5. Governors will follow the same procedures (section 4) as other visitors when coming into school.

## 6. Unidentified individuals

- 6.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- 6.2. Any such visitors will be directed to the school office where they can sign-in.
- 6.3. If a visitor cannot be identified, a member of SLT will be informed immediately.
- 6.4. 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

- 7.1. 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.
- 7.2. Upon arrival, a visitor will be given a leaflet with information on safeguarding and health & Safety.
- 7.3. 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.
- 7.4. 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.
- 7.5. 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.
- 7.6. Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the headteacher or DSL.
- 7.7. Visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit.
- 7.8. Visitors must be vigilant and not put themselves in uncompromising situations where allegations could be made against them.

## 8. Monitoring and Review

- 8.1. This policy will be monitored and reviewed on an **annual** basis by the **Headteacher**.
- 8.2. The next scheduled review date for this policy is **July 2025**.
- 8.3. Amendments to the policy will be communicated to all relevant stakeholders.

**APPENDIX 1:**

**Visitor Self-declaration Form**

At **St Edmund Arrowsmith Catholic High School**, we feel it is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the **school reception** prior to entering the school site, agreeing to follow our school procedures put in place to keep themselves, our pupils and staff safe.

**Please note:** if you do not agree to the school's procedures, you are not permitted to enter the school site. Visits may need to be rearranged in this case.

**Declaration**

I agree to:

- Follow the school's safeguarding procedures
- Follow the school's conduct procedures
- Follow the school's procedures regarding the use of technology and social media on-site
- Follow the school's procedures regarding confidentiality
- Follow the school's visiting procedures
- To follow the school's coronavirus (COVID-19) procedures (if applicable)

<b>Name:</b>	
<b>Contact number:</b>	
<b>Company (if applicable):</b>	
<b>Reason for visit:</b>	
<b>Signed:</b>	
<b>Date:</b>	