

The Meadows School



Visitor Policy

Updated: January 2024
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Ratified by Governors: January 2024

Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	28/06/2022	First Issue	A.Benjamin	
1	13/01/2023	Insert for CCTV in school and linked policies	A.Benjamin	

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1. Rationale

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

2. Introduction

We want our school to be open and welcoming to all who would like to support our students. We also want to encourage parents/carers and other adults to help the school community in a variety of ways. These guidelines set out our school's policy, which is to ensure that the students benefit from as much help and support as possible and are provided at the same time with the best possible security and safeguarding.

The key objective 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 and prevents unsuitable people from working with or accessing students and young persons in the school setting.

We have responsibility for the safety and well-being of all of our students anywhere on the school site, during normal school hours, during after school activities. Anyone visiting the school shares the responsibility to keep students safe whilst on our premises and will be required to work within the guidelines of our safeguarding procedures. They will be provided with a copy of our safeguarding procedures on arrival at our school.

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
- Students
- Local Authority staff
- Building & Maintenance Contractors

3. Protocol and Procedures

3.1 Visitors Invited to the School

Before a visitor is invited to the school, staff must complete a visitor form (**Appendix 1**) and the School Business Manager must be informed, the form will detail a clear explanation as to the relevance, purpose date and time of the visit. The form will then need to be authorised by the Headteacher and given to the Receptionist.

All visitors enter the school building through the main door and report to the school office

- CCTV is in operation 24 hours in school, if you need to request the policy please ask at reception.
- Formal visitors representing the LA, businesses, contractors (usually before or after school), outside agencies etc. are required to present formal identification and if visiting a child, we must have a letter of assurance from the external company
- Local Authority employees should wear the identification badges issued by the organisation for which they work – e.g., Educational Psychologists
- 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, ID badge or photo ID including agency staff to confirm the information already supplied by the agency
- All visitors are required to sign in electronically
- All visitors are required to wear an identification badge at all times relevant to their level of clearance **RED** for visitors that will need to be escorted around the building or **BLUE** for DBS cleared visitors (**Appendix 2**)
- All visitors are given/shown a copy of the Safeguarding Information Booklet detailing information about emergency evacuations 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.
- Visitors must not be left unaccompanied in any areas accessed by pupils.
- On rare occasions incidents may occur with pupils and staff will ask visitors to leave or redirect their route. Answers to questions may need to be deferred.
- Confidentiality must be a paramount consideration for visitors.
- Confidentiality must be respected by staff in terms of details provided on individual pupils.
- Pupil issues must not be addressed with parents in the school reception area; a confidential space should be found.
- Professional visits in relation to specific pupils must involve notifying the parents and seeking the permission of the Head Teacher.
- School office staff will be made aware of class timetables so the whereabouts of specific students and classroom staff are always known so they can be easily located.
- Photos or video footage must not be taken of the students by visitors
- Professionals delivering lessons to our students will adhere to our Online Safety policy and will ensure the materials used during the lesson are inspected prior to a visit by a member of school staff.

On departing, visitors leave via reception and:

- Sign out electronically
- Return the identification badge to reception

3.2 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 in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately by a SLT member of staff. The Headteacher/ Deputy Headteacher (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.

3.3 Governors and Volunteers

All governors are required to have a basic DBS and section 128 check and volunteers are required to have an enhanced DBS

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 Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by first reporting to reception when coming into school for an activity or class supporting role.

3.4 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.

Visitors are not allowed to do the following activities:

- Take responsibility for all or some of the whole class
- Take students off the school site without a teacher in charge
- Deal with behaviour of a child in school if not their own
- Be out of the sight of a member of staff, alone with a child
- Physically restrain a child.

4. Reporting a concern

If you think a child is suffering or is likely to suffer significant harm, or if a child disclosed to you that they are being harmed you **MUST** do the following:

- Listen carefully to the child, particularly what is said spontaneously.
- Remember not to show shock or disbelief.

- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress that it was right to tell.
- Do not physically examine the child.
- Record carefully what the child says in their own words including how and when the account was given. Date, time and sign the school's Note of Concern Form (accessible in the staff room and in the school Office). Pass this on to a Designated Member of Staff for Safeguarding immediately.

They are:

Deputy Designated Safeguarding Lead – **Theodora Papaspyrou** – Acting Head Teacher

Deputy Designated Safeguarding Lead – **Graham Spencer** – Assistant Head

Deputy Designated Safeguarding Lead – **Fay Bedford** – Pastoral Support Worker

Deputy Designated Safeguarding Lead – **Kerry Patrick** – Pastoral Support Worker

Deputy Designated Safeguarding Lead – **Kevin Hurcombe** – Assistant Head

Deputy Designated Safeguarding Lead- **Rebecca Malpass**- Pastoral Support Worker

8. If the disclosure or your concern relates to a member of staff, this must, as soon as possible, be shared with the Headteacher and nothing should be said to the adult involved.

5. Linked Policies

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

- Child Protection and Safeguarding
- CCTV Policy
- Behaviour
- Staff Code of Conduct (which includes Confidentiality information)
- Healthy and Safety

Appendix 1 – Visitor Form

Requester	
Date of visit/s	
Visitor Information	
Full Name	
Company	
Contact email or number	
Reason for visit	

Appendix 2 – Lanyard colours

Grey – Staff

Red – Visitors not DBS cleared

Blue – Visitors DBS cleared

Orange – Governors

Yellow - Contractors - Cleared

Red – Contractor – not DBS cleared

Black - Volunteers

Green - First Aid