

The AIn Community Schools Federation

Applicable to The Duchess's Community High School

Policy – Visitor Policy

Aims of the Policy

The aims of this policy are to ensure that all visitors are checked, receive a warm welcome and that for the duration of their visit, they adhere to the procedures set out below in order to keep students, staff and visitors safe at all times.

The school has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to “safeguard” all students from any form of harm, abuse, nuisance or indoctrination which goes against the British Values agenda. It is the responsibility of all staff to ensure that this duty is maintained at all times (prior to and during any visit).

In performing this duty, 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 and staff potentially putting themselves at risk to disciplinary action.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its students anywhere on the school site during normal hours, during activities at the end of the day and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the site during the school day or for activities at the end of the school day (including parents, peripatetic tutors, sports coaches, etc.)
- All governors
- All parents and volunteers
- All students
- Other education-related personnel
- Building and maintenance, and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Prior to any visit:

1. If an outside speaker or organisation is being arranged to come and talk/work with students or staff a formal request must be put to the Headteacher explaining the purpose and background of the speaker/organisation. It must be specified at this point whether the speaker/organisation is delivering any learning/information that could be considered a risk to our Safeguarding protocols therefore meaning a full risk assessment needs to be carried out prior to any further arrangements
2. Building and Maintenance – all contractors need to be informed prior to coming on to the site of their responsibilities.

Protocol and Procedures

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors' list). They must follow the procedure below:

1. Once on site, all visitors must report to Reception first.
2. At Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

3. At all times, all visitors will be asked to sign the Visitors' Book which is kept in Reception, making note of their name, organisation, who they are visiting, car registration and visitor badge number.
4. All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
5. Visitors must be given information about fire safety evacuation and child protection procedures, and should read these prior to going into the school.
6. Visitors will then be 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. The visitor must not be allowed to move about the site unaccompanied unless agreed with the Headteacher.

On leaving the school, visitors MUST leave via Reception and:

- enter their departure time in the Visitors' Book alongside their arrival entry;
- return the identification badge to Reception.

Unknown/uninvited visitors to the school

Any visitor to the school who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school. They should then be escorted to Reception to sign the Visitors' Book and be issued with an identity badge. The procedures under "Visitors to the school" above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Leadership Team should be informed promptly. The member of the Senior Leadership Team 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 grounds, police assistance will be requested.

Governors and Volunteers

All governors and volunteers must comply with the Disclosure and Barring Service procedures.

Related policies

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

- Child Protection Policy
- Confidentiality Policy
- Health and Safety Policy
- DBS Policy

Policy responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's Site Staff and Child Protection staff as appropriate. All breaches of this procedure must be reported to the Headteacher.

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