

St Richard's Catholic College

SCHOOL VISITORS POLICY AND PROCEDURES



The Policy was approved by the Governing Body: July 2018

Chair of Governors: _____

The Governing Body will review the policy in July 2019

School Visitors Policy and Procedures

Policy Statement

The Governing Body and the staff of St Richard's Catholic College assure all visitors of a warm, friendly and professional welcome, whatever the purpose of their visit.

The college has a legal duty of care for the health, safety, security and well-being of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body, senior staff and safeguarding staff to ensure that this duty is uncompromised at all times.

During any school day, there are many people who visit the school on business and to communicate with staff and/or pupils. It is essential that there are procedures in place to ensure that the school knows who is on the premises at any time and that these people are immediately recognisable for the safety of all concerned.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The college therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor’s escorted departure from the site.

The Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the college, and also has the authority to invite or exclude people from using or being within the college boundaries, during and outside school operating hours.

Policy Responsibility

The Business Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the Reception staff and Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Business Manager. Who will report any issues to LMT.

Aim

To safeguard all children in the care of St Richard's Catholic College both during school hours curriculum and out of school hours activities which are arranged by the school. In addition:

- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of St Richard’s Catholic College
- To meet legal requirements
- To ensure the health, safety and welfare of all people, whilst on site
- To ensure that visitors feel welcomed and are clear of their role in safeguarding young people

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the college which is understood by all staff, Governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The college is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the college
- All external visitors entering the college site during the school day or for after school activities (including peripatetic tutors, sports coaches, specialist staff in SEN and topic related visitors e.g. authors, journalists)
- All Governors of the college
- All parents and volunteers
- All pupils
- Other education related personnel (County Advisors, Inspectors)
- Building and maintenance and all other independent contractors visiting the college premises.
- Independent contractors who may transport pupils in taxis.

Protocol and Procedures

Visitors to the College

All visitors to the college may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below.

- Ring the gate bell where they will be seen on CCTV, admitted to the school and directed to Reception (and watched until arrival)
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the college via any other entrance under any circumstances.
- 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.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- All visitors are asked to read the Health and Safety Notice and the safeguarding leaflet at Reception.
- 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 they are registered on the Approved Visitor List

Approved Visitor List

St Richard's will hold an approved visitor list for visitors who frequently visit the college site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the college's Central Record **AND**
- b) A current clear DBS children's barred check has been undertaken **AND**
- c) The relevant forms of identity have been presented and recorded.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be kept in Reception at all times.

Parents

- Are required to follow the procedures for 'Visitors with appointments', if coming to the school for an extended period of time.
- Are required to have relevant and up to date enhanced DBS certificates if they are to be working regularly with pupils.

Note: Both custodial and non-custodial parents of pupils have rights to visit the child's school, unless a court order exists restricting such contact. In the event that a noncustodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit. If in doubt the office staff must contact a member of LMT.

Volunteer Workers

- Are required to follow the procedures of 'visitors with appointments'
- Are required to have relevant and up-to-date enhanced DBS certificates if they are to be working regularly with pupils.

Visitors Departure from College

On departing the college, visitors **MUST** leave via reception and:

- A member of staff should escort the visitor to Reception.
- Enter their departure time in the Visitors Record Book alongside their arrival entry.
- Return the identification badge to Reception.

Unknown/Uninvited Visitors to the School

Any visitor to the college site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the college site.

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 College" 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 LMT informed.

The LMT member 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 parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all Governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitors Book.

New Governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Principal and 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.

Implementing the Policy

- Parents will be advised of the Visitor policy via the school website
- Staff will be advised of the Visitor policy via staff meetings
- A copy of the policy will be placed in the policy folder available to staff
- Pupils will be regularly reminded of the School Visitors' Policy
- All members of the community – staff, pupils, parents and carers will share the responsibility to actively reinforce the School Visitors' Policy to one another and to visitors to the college

Linked policies

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

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Emergency Evacuation Procedures

Policy Review

The policy will be reviewed annually.