



# 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 as set by the DfE (Keeping Children Safe in Education 2020).

## 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 school
- All external visitors entering the school 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, key note speakers for assemblies)
- All Governors of the school
- All parents and families
- 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.

### **External Visitors to School**

Staff are required to be familiar with St Richard's Catholic College's Child Protection and Safeguarding Policies in relation to preventing unsuitable people from working with children and young persons in the education service. This includes the school's Preventing Extremism and Radicalisation policy in accordance with the school's 'PREVENT' duty. This policy applies to all visitors invited to the college by a member of staff. There is a clear lanyard system colour coded to show which visitors must be accompanied by a member of St Richard's staff at all times (red lanyards).

### **Protocol and Procedures**

#### **Visitors to the School**

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/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 school 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 in via the digital sign in system at the school.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. A colour coded lanyard system is in place to further support safeguarding measures.
- 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
- Where possible, visits by contractors especially for maintenance should be made at times when there are fewer pupils on the premises. Building contractors to the site must be accompanied by either the Site Manager, Principal or School Business Manager. If necessary, the Asbestos Risk Management Register will be shared and Health and Safety requirements discussed. Building contractors working on the school site will follow Health and Safety requirements at all times.

If a visitor is to be working unsupervised with a pupil e.g. family key worker, a copy of the relevant DBS check of identification badge is required. With regards to DBS and

employment checks, we adopt the same approach as required by Ofsted.

### **Visitors Departure from the school**

On departing the school, visitors MUST leave via reception and:

- A member of staff should escort the visitor to Reception.
- The visitor must sign out using the digital system.
- Return the identification badge to Reception.

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school 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 using the digital system 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 volunteers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office and completing the volunteer application which includes names of two references.

The School must check all volunteers' DBS certification is current (i.e. less than 3 years old) and that references and a completed application is received.

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.

All must ensure they sign in using the digital system.

### **Implementing the Policy**

- Families 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 school

### **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
- Volunteers policy

**Policy Review**

The policy will be reviewed annually.

**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 non-custodial 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.