



## New Perspectives School Visitors to the School Policy

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## Visitors to School Policy

### The Aims of this Policy

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

#### 1. The Objectives of this Policy

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 children 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 and on school organised (and supervised) off-site activities. 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 afterschool activities (including peripatetic tutors, sports coaches etc)
- Trustees
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

### Protocol and Procedures

#### 2. Visitors Invited to the School

Before a visitor is invited to the school, the Head Teacher is to be informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Head Teacher before a visitor is asked to come into school. All visitors must sign in the Visitors Book which is kept in reception.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal photographic identification
- All visitors enter the school building through the main door and report to the reception
- 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 photographic identification
- All visitors are required to sign the Visitors Record Book which is kept in reception at all times
- All visitors are required to wear a visitor identification badge at all times whilst on the school site
- All visitors are given 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.

**On departing, visitors leave via reception and:**

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception

### 3. 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 the visitors' book and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Head Teacher (or Deputy Head Teacher if not 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.

### 4. Trustees and Volunteers

- All Trustees and volunteers are required to have an enhanced DBS.
- New trustees 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 Chair of the Governing Board.
- 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.

### 5. 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.

### 6. Linked Policies

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

- Child Protection/Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

### 7. Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.