

VISITORS TO SCHOOL POLICY

1. Policy Statement

Manor Green College assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school recognises that 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 to do so may result in the visitor's escorted departure from the school site.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the school's Premises Manager, Business Manager, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Headteacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

3. Aim

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Manor Green College can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

4. Objectives

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 and adheres to child protection and safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice fire drill.

5. Where and to Whom the Policy Applies

The school 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. Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All governors of the school.
- All external visitors entering the school site during the school day or for after school activities (including therapists, sports coaches).
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

6. Protocol and Procedures

6.1 Visitors Invited to the school:

a) Before any visitor is invited to the school, the Headteacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school diary this will be discussed as part of the regular review of the diary at senior leadership team meetings and morning briefings.

b) Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered on to the Entry Sign Visitor System

- All visitors must report to the school reception desk in the general office.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification. All visitors will be asked to sign into the Entry Sign Visitor System making note of their name, organisation, who they are visiting as well as the date.
- All visitors will be issued with a visitor identification badge. The badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school 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 the school has completed the relevant checks (though DBS) or has received details of this through the organisation employing the visitor.

c) On departing the school, visitors should leave via the school reception and:

- Sign out from the Entry Sign Visitor System.
- Return the visitor badge to the school office.

6.2 Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). 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 Schools Central Record

b) Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and receive a Visitor's Badge having been entered onto the Entry Sign

Visitor's System). A list of such approved visitors is kept by the School Business Manager responsible for HR and the Single Central Record.

6.2 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. 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 SLT informed. The SLT 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.

Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

6.3 Governors and Volunteers

All parent and other volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role.

All Governors now require an enhanced DBS check (March 2016). Governors will be issued with a Governor Identity Badge and lanyard. They should sign in and out at reception using their identity badge.

6.4 Buildings and Maintenance Contractors

Contractors follow the procedures as set out in 6.1. When pupils are on the premises, the contractors must be supervised at all times by the Premises Manager or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the SBM. All contractor visits will ideally be booked for when the Premises Manager is onsite unless it is an emergency, in which case the SBM will be informed.

6.5 Parent Visitors

Partnership with parents is a strong and unique feature of the College. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to the 'Classroom Zones'. Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied. If the parent needs to visit a room in a classroom zone for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending Annual Reviews or Parent Conversations). Exceptions to this are when there is a planned school or

College event (eg, Assemblies), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

6.6 Ex Pupils and Ex Members of Staff

Ex pupils and members of staff may request or arrive at the school for a visit. They must sign in at Reception and be fully supervised at all times.

7. Linked Policies

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

- Child Protection and Safe School Policy
- Healthy and Safety Policy
- Keeping Children Safe in Education (latest version)

Review: Spring Term 2020 (Bi-annually)

This Policy was formally approved and ratified by the Governing Body on 23.1.19

Signed: *J Drury* _____

Date: *23.1.19* _____

Chair of Governors