



# White Spire School

## Visitor Policy

**Date: January 2018**

**Review: January 2020**

### **Policy Statement**

The Governing Body assures all visitors a warm, friendly and professional welcome to White Spire School, whatever the purpose of their visit.

The School 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 or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body 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 so to do may result in the visitor's escorted departure from the school site.

### **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 site and reception staff and Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Headteacher.

### **Aim**

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

### **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 conforms to child protection and safeguarding guidelines.

### **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. 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, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other education related personnel (Local Authority, Inspectors)

- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

## **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.

- 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 readying to produce formal identification upon request.
- All visitors will be asked to sign the visitors signing in /out book which is kept in reception at all times making note of their name, organisation, time in and time out, 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.

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 DBS list.

### **Visitors Departure from School**

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

- Enter their departure time in the visitor's signing in/out book alongside their arrival entry
- Return the visitor badge to reception
- A member of staff should escort the visitor to the reception

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

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

They should then be escorted to reception to sign the visitor's signing in/out book and be issued with a visitor 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 the Headteacher informed.

The Headteacher 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. All aggressive or abusive incidents should be recorded on an incident sheet and handed to the Headteacher or Assistant Head - Pastoral.

**Governors and Volunteers**

All governors and parent helpers must comply with Disclosure & Barring Services procedures, completing a DBS online application, if they are a regular visitor.

Please note that *Governors* should sign in and out using the *Governors signing in/out book*.

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

New volunteers will be asked to comply with this policy by reception upon arriving into school for an activity or class supporting role.

**Staff Development**

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.