

School Visitors Policy and Procedures

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to St Bernard's Catholic Grammar school, whatever the purpose of their visit.

The School 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 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 to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Bursar is the member of staff responsible for implementation, co-ordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and the Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Bursar.

Aim

To safeguard all students under the school's responsibility during school hours, and whilst engaged in curriculum and out of school 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 teachers, sports coaches etc.)
- All Governors of the school

All parents and volunteers

All pupils

Other Education related personnel e.g. Inspectors, Education Psychologist
Building and Maintenance personnel and all other independent contractors
visiting the school site

Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures

Visiting Speakers

If a speaker is unknown to the school, prior to the visit, an internet search will be carried out under the Prevent duty to ensure that they do not promote radical views. All speakers when speaking will have a member of staff in the room to monitor the talk.

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit. 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 ready to produce formal identification on request.
- All visitors will be asked to sign in using the Invenry screen based in reception. They will enter their name, organisation, who they are visiting and their car registration. The screen then takes a photograph of them and produces a self-adhesive sticky visitor's badge.
- All visitors will be required to wear this identification badge. It 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 their visitor. The contact will be responsible for their visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are on the approved visitor list kept by the school.

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 and supply staff.)

To qualify for this list, the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and a copy has been registered on the School's Central Record.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in).

A copy of the Approved Visitor List will be kept in the admin shared area of the school's network

Visitors Departure from the School.

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

- Enter their departure in the Inventory screen
- Return their identification badge to reception
- A member of staff should escort their visitor to the 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 school site.

Then should then be escorted to reception to sign in and be issued with an identity badge. The procedures under "Visitors to the School" 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 SMT informed.

The SMT 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 complete a DBS disclosure form. The school will ensure that all governors and volunteers will have a current DBS certificate and a copy of its number is noted in the School Central Record.

Governors and Volunteers will follow the same procedure as other visitors to the school and sign in using the Inventory screen in reception.

New governors will be made aware of this policy and be made familiar with its procedures as part of their induction programme. This is the responsibility of the clerk to the Governing Body, the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by the member of staff that they first report to when coming into school for an activity.

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.

Agreed by the Catholic Life of the School Committee 2nd May 2018

Review Date: Spring 2020

