

# The Royal Liberty School

*"Where boys are ambitious, where boys succeed"*



## SCHOOL VISITORS POLICY AND PROCEDURES

Reviewed by: Tara Barrett

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Next Review: September 2018

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## **School Visitors Policy and Procedures**

### **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 a 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 students anywhere on the school site 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
- ❖ Student Teachers completing their training at 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)
- ❖ All governors of the school
- ❖ All parents and volunteers
- ❖ All students
- ❖ Other education related personnel (Advisors, Inspectors)
- ❖ Building & Maintenance and all other independent contractors visiting the school premises

## 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. 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 upon request.
- ❖ All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making a note of their name, organisation, 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 be wearing a coloured lanyard which denotes whether they are able to be unaccompanied/accompanied within the school. Visitors who have not had their DBS and photographic ID verified will be on a **RED** lanyard and will need to be accompanied at **all** times.
- ❖ 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 Central Record.
- ❖ Any visitor who is unaccompanied and on a red lanyard should be challenged. The visitor should then be escorted to reception and whoever they are visiting should then return to collect them. The incident should then be reported to Mrs T. Barrett.

### Approved Visitors - Central Record

The school will hold an approved list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff). These visitors will be able to move around the school un-supervised and will be on a **GREEN** lanyard.

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- ❖ They have a current clear enhanced DBS check and details have been registered on the school's Central Record **AND**

- ❖ They have provided photographic ID that has been viewed by a member of school staff to confirm identification.

Visitors on the Central Record **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the central record will be kept with Ms K. Bancroft, HR & Finance Manager.

### **Visitors Departure from School**

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

- ❖ Enter their departure time in the Visitors Record Book alongside their arrival entry
- ❖ Return the identification badge to reception
- ❖ A member of staff should escort the visitor to reception (if on a red lanyard)

### **Unknown/Unwanted 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,

They should then be escorted to reception to sign the visitors book and be issued with an identity 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 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.

### **Governors and Volunteers**

All Governors and Volunteers must comply with Criminal Records Bureau procedures, completing a DBS disclosure application (if not already held) via Ms K. Bancroft.

Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitors Book.

New Governors will be made aware of this policy and familiar with its procedures as part of their induction.

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.

## **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.