



**Romans Field School  
Bradwell Village School  
Priory Common School**

# **INCLUSIVE LEARNING FEDERATION**

## **Visitor Policy**

**Written by: S Siva**

**Date: 18.5.22**

**Approved by: Full Governing Body**

**Date: 17.7.2023**

**Last reviewed on:**

July 2023

**Next review due by:**

September 2024

### **The Aims of this Policy**

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

### **The Objectives of this Policy**

The key objectives 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 children 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 after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

### **Protocol and Procedures**

#### **Visitors Invited to the School**

Before a visitor is invited to the school, both the Head of School and Deputy Head of School/ Assistant Head of School should be informed, with a clear explanation as to the relevance, purpose date and time of the visit . Permission must be granted by the Head of School before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to Administration staff
- 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 identification
- All visitors are required to sign the Visitors Record System which is kept in reception at all times
- All visitors are required to wear an identification badge
- All visitors will be made aware of 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, unless given permission by a member of the SLT.

- Visitors must not use their mobile phones/cameras, recording devices on site without the permission of a member of the SLT and should not show them in the presence of children.
- Visitors must not use pupil toilets.
- Visitors must not liaise or converse with children unless given the express permission of a member of the SLT.

On departing, visitors leave via reception and:

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

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

Any visitor to the school site who is not wearing an identity badge must be prepared to 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 above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and a call to the Police is made, if necessary. The Head of School and Deputy Head of School/ Assistant Head of School (or Senior Leader if they are unavailable) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes inappropriate, abusive, or aggressive, will be asked to leave the site immediately and if they fail to leave the school grounds, when asked, police assistance will be called for.

The school may press charges if deemed necessary.

Any visitor, who does not follow the school's policies, may be banned for a finite period of time or indefinitely.

### **Governors and Volunteers**

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware, and approved, of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors or Training Liaison Governor.

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.

### **CPD**

All staff should be conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

### **Linked Policies**

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

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

### **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.

Visitors are welcome to give feedback on their visit to the member of staff they are visiting, who should report this to a member of the SLT.