



School Visitor Procedure

Amended by:	Charlotte Coppenhall
Date agreed by Headteacher/Governing Body:	June 2021
Next review date:	June 2022

Statement

The Senior Leadership Team and The Governing Body assures all visitors a warm, friendly and professional welcome to Potton Federation, 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.

Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this procedure. This person will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Leads 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), 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 Police Persons, 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 (County Advisors , 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 the Reception Office of the school they are visiting. No visitor is permitted to enter the school via any other entrance under any circumstances.

At the Reception Office, 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 in on the Inventory system, making note of their name, organisation, who they are visiting. A photograph will also be taken using the Inventory system, which will be printed for you to wear on a visitor lanyard at all times during your visit.

All visitors will need to read the safeguarding information when signing in and click to accept that they have been informed of our procedures.

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 Approved Visitor List

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:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record **AND**
- b) A current clear DBS children's barred check has been undertaken **AND**

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to Reception and sign in using the Inventory System).

Visitors Departure From School

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

- A member of staff should escort the visitor to the Reception Office.
- Sign out using the Inventory system
- Return the identification badge to Reception and depart through the front entrance.

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.

They should then be escorted to Reception to sign in using the Inventory System 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 Leadership Team informed.

The Senior Leadership Team 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 parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form.

Thereafter, procedures as per above should apply.

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 Headteacher and Chair of Governors.

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.

Linked Policies

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

Safeguarding Policy

Health and Safety Policy

Complaints Procedure