

King Charles I School

Visitors Policy

Version Control

Policy author: Trust Estates and Facilities Manager
Policy approved by: Associate Headteacher
Next policy review date: Autumn 2022

Version	Date	Details
1.0	Sept 2020	<ul style="list-style-type: none">Changes made to reflect the formation of The Four Stones Multi Academy TrustAddition of the COVID-19 appendix

Overview

This guidance is intended to help schools manage visitors in a way that ensures the safety of students and staff on the school site. The responsibility for this lies with the Associate Headteacher, senior leadership team (SLT) and the Local Governing Body.

Guidance and Responsibilities

The Associate Headteacher and Chair of the Local Governing Body are responsible for implementing this guidance and managing visitors to the school. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors equally.

Types of visitor

There are a number of different types of legitimate visitors to a school:

- All staff employed by The Four Stones Multi Academy Trust (MAT);
- 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 etc);
- All members, trustees and governors of the MAT;
- All parents/carers and volunteers;
- All students;
- Other education related personnel;
- Building, maintenance and all other independent contractors visiting the school premises; and
- Independent contractors who may transport students on minibuses, coaches or in taxis.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard students, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The Associate Headteacher or SLT should be aware of visits in advance.

Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in and will be issued a visitors lanyard and pass, reception staff must explain the fire evacuation procedure and site rules (printed on the rear of the pass).
- The visitor's badge should be worn and displayed prominently. Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with students unless this is a legitimate part of their role.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.
- If a regular visitor to the school does not have DBS clearance (e.g. ex-student carrying out work experience), this will be referred to the Associate Headteacher for approval. If the visitor is allowed

onto the premises, it will be made clear to this individual that they must be accompanied by a member of staff at all times and they must not have unsupervised activity with students.

Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitors book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Associate Headteacher or a member of the SLT informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Staff from other agencies (e.g., Supply Teachers)

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with students. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided.

Contractors

For building or maintenance contractors the school will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have a DBS. Contractors should sign in and be issued with a visitors' badge. If the contractor is working in an area of the school where students are present, they will be accompanied by a member of the site team.

Trainee teachers

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with students they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

Parents/Carers and relatives

Keeping Children Safe in Education (2020) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as students' relatives or other visitors attending so these visitors will be escorted/supervised. For larger events such as sports day, the Associate Headteacher should use their professional judgement about the need to escort or supervise visitors.

Ofsted

The policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. However, we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check.

Raising awareness of visitor safety with students

Staff and students will be reminded on a regular basis that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff.

Concerns related to a visitor

Staff and students will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding. Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding) and promptly brought to the attention of the Associate Headteacher.

Visitors departing the school

On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

COVID-19 Appendix

Due to the restrictions placed upon schools at the current time as a result of the coronavirus pandemic we have amended our current visitor policy.

At the current time we are only allowing visitors onto the school site in exceptional circumstances eg. social worker visits for a vulnerable child.

Where a visitor has to come onto the school site they will:

- Report only to reception, entering from the main entrance
- Ensure that the visitor has supplied their correct contact details
- Wear a face mask at all times whilst on the school site
- Be asked to hand sanitise on arrival and exit from the school
- Provide their risk assessment, where they have one, in advance of their visit
- Meet, wherever possible, in the main building reducing the need to travel across the school site
- If the visitor feels unwell prior to the visit it should not take place

The room will be sanitised after it has been used and prior to it being used again.

Ofsted visit

Should we have a visit from Ofsted in the autumn term the above remains in place. However, we will ask that meetings take place in meeting room 1, on the Hillgrove site, which is well ventilated and self-contained. The inspector(s) will be asked to wear a mask in Reception but once in the meeting room face masks are personal preference.

Members of staff who are asked to meet with the inspection team will be advised to wear masks but again this is personal preference.