

Visitor Policy

November 2023

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Introduction

Cleeve Meadow School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils. It is the responsibility of the Governing Body, Executive Head Teacher, Head of School and the Senior Leadership Team to ensure that this duty is followed at all times. In performing this duty, the school recognises that there is no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that all visitors comply with following the policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site. This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

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. Visitors are defined as all people other than current staff members, long term agency staff and pupils.

Aims and Objectives

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE 'Keeping Children Safe in Education'
- Childcare Act 2006
- Education Act 1996
- DfE 'Prevent Duty Guidance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding policy
- Health and Safety Policy
- First Aid Policy
- Fire and Emergency Policy

Protocol and Procedures

Visitors invited to the school

All visitors to the school should be by appointment only. No external visitor will have access to the site without reporting to the main office to sign in.

When inviting visitors to the school the member of staff hosting the visit should ensure that main reception is made aware of the visit and provide them with:

- Date and time of proposed visit
- Reason for the visit
- Name of the visitor(s)
- Name of organisation they are from (if applicable)
- Who they are visiting

Prior to the visitor coming in to the school, the member of staff hosting the visit should ensure they check any accessibility requirements with the visitor(s). Additionally, prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

At reception, all visitors must state the purpose of their visit and who has invited them. All visitors who are on site in a professional capacity should be ready to produce identification. All visitors will be asked to sign-in via the school's inventory system.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the Head of School/other staff members, where these staff members are happy to do so. The visitor will not be allowed in to the school without the supervision of a teacher, member of school office staff or member of SLT.

Parents/Carers are discouraged from visiting the school during school hours unless for a school even or emergency.

All visitors are required to wear a lanyard showing their visitor ID printed from the school's inventory system. TKAT staff must wear their identification lanyard. Visitors without a DBS will wear an orange lanyard and visitors who have provided an up to date DBS will wear a green lanyard.

To safeguard all students and staff, if visitors are not wearing an identification lanyard, staff will politely challenge the visitor for the nature of their visit. The visitor will then be escorted to reception so that an identification lanyard or sticker can be issued. The school office will then contact and locate the school staff member hosting the visitor.

All visitors will be made aware of relevant school policies, including those in relation to health and Safety, reporting a concern and emergency procedures.

Visitors will be advised that our school is a non-smoking school and smoking is not permitted anywhere in the school grounds.

The visitors point of contact will be asked to come to the school reception to receive the visitor. The contact will then be primarily responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless the school has completed the relevant checks (through DBS).

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

- Sign out via the school's inventory system
- Return the identification badge/lanyard to the school reception

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, supply staff and health professionals). To qualify for this, the visitor must have demonstrated, prior to the visit, that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the school's SCR
- A current clear DBS Children's Barred Check has been undertaken

Visitors on the approved list must follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge having been entered on to the visitor's register).

Unknown/Uninvited visitors to the school

Any visitor to the school site not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a lanyard or visitor sticker if approved. The procedures under 'Visitors invited in 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 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. Under the Summary Offences Act, the Head of School reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

Governors and Volunteers

All long term volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form before starting a volunteer role. All Governors now require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved visitors list on the SCR. They should sign in and out at reception as detailed above. New Governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Head of School and Chair of Governors.

Contractors

Contractors follow the procedures set out in 'Visitors invited in to the school'. When students are on the premises, contractors, under discretion of the Premises Manager, may work unaccompanied, as long as a valid DBS has been checked and copies obtained. The original certificate, photo ID and nature of work does not affect the learning or safety of students or staff. Contractors without a valid DBS must be supervised at all times by a member of the Premises Team, or, if they are unavailable, by another member of staff. No contractor/engineer is permitted to work in, or move around the school unsupervised when students are on site unless they have a valid DBS which has been checked and verified by the School Business Manager (or another suitable member of staff). Contractors should be briefed on emergency and health and safety procedures, should it be their first visit. All contractor visits will be ideally booked for when the Premises Manager/team is on site unless it is an emergency.

Monitoring and review

This policy will be monitored and reviewed on an annual basis by the School Business Manager.

Amendments to this policy will be communicated to all relevant stakeholders