



# Visitor Policy January 2024

Adopted by Governors: February 2024

Next Review – January 2026

## **1. Introduction**

Cleeve Park 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 Headteacher 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 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 (ie within the school boundary fence), during normal school hours, during after school activities and on school organized (and supervised) off-site activities. Visitors are defined as all people other than current staff members, long term agency staff and pupils.

## **2. Aims & 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 (202) 'Keeping children safe in education 2021'
- Childcare Act 2006
- Education Act 1996
- DfE (2021) 'Prevent duty guidance'

This policy operates in conjunction with the following school policies:

- Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Fire and Emergency Policy

## **3 Protocol and Procedures**

### **3.1 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 main reception are made aware of visit and provide them with: date and time of the proposed visit, reason for the visit, name of the visitor(s) and the name of the organisation they are from and who they will be visiting.
- Prior to visitors coming into 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 headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.
- Parents/guardians are discouraged from visiting the school during school hours unless for a school event or emergency.
- All visitors are required to wear visible Cleeve Park visitors stickers or if they are TKAT staff, usually their identification lanyard and visitor sticker.
- To safeguard all students and staff, if visitors are not wearing an identification visitor sticker, staff will politely challenge the visitor for the nature of their visit. The visitor will then be escorted to reception so that an identification sticker can be issued. The school office will then contact and locate school member/s of staff 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 area and smoking is not permitted anywhere within 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 schools Inventory system

### **3.2 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 list 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 Central Register and
- 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 (ie come to reception and receive an ID badge having been entered onto the visitors register). The Executive Business Manager who is responsible for the Single Central Record keeps a record of such approved visitors.

### **3.3 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 visitor sticker if approved. The procedures under 'Visitors invited 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 Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

### **3.4 Governors and Volunteers**

All long term volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the Executive Business Manager 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 Single Central Register. 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 Headteacher and Chair of Governors.

### **3.5 Contractors**

Contractors follow the procedures set out in 3.1. When students are on the premises, contractors, under discretion of the Premises Manager, may work unaccompanied, as long as a valid enhanced DBS has been checked and copies obtained. The original certificate and 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 the Premises Assistant 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 Executive Business Manager (this duty can be delegated to another suitable member of staff) Contractors should be briefed on emergency and H&S procedures should it be their first visit. All contractor visits will be booked in for when the Premises Manager/Assistant is onsite unless it is an emergency.

## **4 Monitoring and Review**

This policy will be monitored and reviewed on an annual basis by the Executive Business Manager. The next scheduled review date for this policy is January 2026.

Amendments to the policy will be communicated to all relevant stakeholders