

# **The Grange School**

## **Visitors to the School Policy**

**February 2018**

**To review February 2021**

## **The Grange School      Visitors to the School Policy**

The Governing Body assures all visitors a warm, friendly and professional welcome to The Grange School, 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 School 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.

### **Policy Responsibility**

The Designated Safeguarding Lead teachers are the members of staff responsible for the implementation, coordination and review of this policy. However, the day-to-day responsibility of implementing these procedures will be delegated primarily to Admin staff, who admit visitors to the school. **However, safeguarding children is, at all times, the responsibility of all staff and therefore, all staff are expected to comply with this policy.** All breaches of this procedure must be reported to a Designated Safeguarding Lead.

### **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. The ultimate aim is to ensure that students at The Grange School can learn and enjoy extracurricular experiences, in an environment where they are safe from harm.

### **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 fence), 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 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
- 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 must follow the procedure below:

- Once on site, all visitors must report to reception first.
- At reception, 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 the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration and visitor badge number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors must be given information about fire safety evacuation and Safeguarding procedures and should read these prior to going into the school.
- Visitors must sign a register acknowledging receipt of this information. Admin staff are responsible for the safe-keeping of this log and should retain historic records within the school's archive for a period of 35 years.
- 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 a regular visitor to the school for whom we have appropriate DBS clearance.

#### Visitors' Departure from School

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

- Enter their departure time in the Visitors Record Book 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 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 the visitors book 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 the Headteacher or Designated Safeguarding Lead should be informed promptly. The Headteacher / DSL 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 Disclosure and Barring Service procedures, completing a DBS disclosure form (if not already held) via the School office. It will also be necessary to complete a Staff and Volunteer Disqualification Disclosure form. 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 the Chair of Governors. New volunteers will be asked to comply with this policy by Admin staff they 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:

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

Date of last review: February 2015

Date of next review: February 2018 or sooner if required