



HIGHCLIFFE SCHOOL

VISITORS POLICY

Policy statement

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

The school has a legal duty of care for the health, safety, security and wellbeing of all students and staff. In performing this duty the Governing Body recognises that child protection and safeguarding procedures need to be applied without exception to all visitors to the school.

Aim

The policy aims to ensure the health, safety, security and wellbeing of all children at Highcliffe School during school hours and out of school hours during 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 and parents and which conforms to child protection and safeguarding guidelines.

Visitors to the school

Visitors to the school include:

- All external visitors to the school site during the school day or for after-school activities (including peripatetic tutors, sports coaches, guest speakers and volunteers).
- Professionally related personnel (LA advisors, multi-agency colleagues).
- Building and maintenance contractors.
- Independent contractors (transportation).

Protocol and procedures

Visitors to the school must follow the procedure below:

- Once on site all visitors must report to reception first. No visitor should enter the school premises without first going through reception.
- At reception visitors must state the reason for their visit and who has invited them. They should be ready to produce formal identification if requested.
- All visitors will be asked to sign the visitors book which is kept in reception at all times making a note of their name, organisation, who they are visiting and car registration (if applicable).
- All visitors are required to wear a visitors badge at all times when on the school premises – the badge must remain visible throughout their visit.
- Visitors will be met in reception by the person they are visiting or will be guided or escorted to their point of contact in school. The contact member of staff will then be responsible for them while they are on site.

Visitor departure from school

When leaving school visitors should:

- depart from school via reception accompanied by the contact member of staff.
- enter their departure time in the visitors book.
- return their visitor badge to reception.

Unknown / Uninvited visitors to school

Any visitor to the school site who is not wearing a visitor badge or identification badge should be challenged politely to enquire their business on the school site. They should then be escorted to reception to sign the visitors' book and to follow the protocol above.

If the visitor to the site is not there for legitimate reasons then they should be asked politely to leave the site immediately and a member of the SLT should be informed.

The SLT member will consider the situation and decide if the matter needs further action (informing the police, for example).

Governors and volunteers

All governors and volunteers must comply with safeguarding policy procedures by completing a DBS disclosure form. The school must check that all governors and volunteers have a current DBS certification. A volunteer who is not a regular visitor to the school should complete a volunteer declaration form; a volunteer on a regular basis should have a DBS check.

Further checking of visitors

When inviting guests in to speak to or work with students or staff the school should first conduct an open and public search by name (normally a Google search) to check the background of the visitor. Particular attention should be given to aspects of the 'Prevent' duty for schools regarding extremism which is defined by HM Government as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'. No visitor should be allowed into school that does not uphold, or appears not to uphold, fundamental British values.

Other policies relevant to this guidance

Guidance on Using Volunteers in School

Safeguarding Policy

Health and Safety Policy

Fire Safety Management Policy

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