

Visitors Policy

“What does the Lord ask of you? To act justly, to love mercy and to walk humbly with your God.”

(Micah 6:8)

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Statement of Intent



In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

This policy aims ensuring that all children are safeguarded both during school hours and during out of school hour activities that are arranged by the school. The ultimate aim is to ensure that students at St Michael's Church of England High School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

The adoption and implementation of this policy will ensure that a clear protocol is in place 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.

Signed by:

 _____	Co-Chair of Governors	Date: <u>07/10/2021</u>
K Thornton _____	Co-Chair of Governors	Date: <u>07/10/2021</u>
 _____	Acting Headteacher	Date: <u>07/10/2021</u>

Date adopted	5 th October 2017
Date reviewed	7 th October 2021
Revision date	October 2024

1. Context

- 1.1 The governing board assures all visitors a warm, friendly and professional welcome to St Michael's Church of England High School, whatever the purpose of their visit.
- 1.2 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 board and senior staff to ensure that this duty is uncompromised at all times.
- 1.3 In performing this duty, the governing board 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.

2. Legal Framework

- 2.1 This policy has due regard to all relevant legislation, including, but not limited to, the following:
 - Health and Safety at Work etc. Act 1974
 - DfE (2020) 'Keeping children safe in education'
 - Childcare Act 2006
 - Education Act 1996
- 2.2 This policy operates in conjunction with the following school policies:
 - Child Protection and Safeguarding Policy
 - Health and Safety Policy
 - Fire Safety Policy
 - First Aid Policy
- 2.3 The DSL is responsible for ensuring visitors receive copies of and understand the following school policies:
 - Social Media Policy
 - Personal Electronic Devices Policy
 - Staff and Volunteer Confidentiality Policy

3. Policy responsibility

- 3.1 The Designated Safeguarding Lead (DSL) is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's security staff and, as appropriate, the Assistant Headteacher, Facilities and Resources. All breaches of this procedure must be reported to the DSL.

4. Where and to whom the policy applies

- 4.1 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 school organised 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 (Local Authority Advisors, Inspectors)
- building & maintenance and all other Independent contractors visiting the school premises
- ICT managed service and all other Independent contractors visiting the school premises associated to this
- independent contractors who may transport students on minibuses or in taxis

5. Safeguarding

- 5.1 The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.
- 5.2 A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
 - Regularly providing advice or guidance on physical, emotional or educational wellbeing.
 - Regularly driving a vehicle only for children.
 - Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
 - All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
 - All health care for children provided by, or under the direction or supervision of, a regulated health care professional.
- 5.3 DBS checks will be undertaken in accordance with the Safer Recruitment Policy.
- 5.4 The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- 5.5 Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- 5.6 The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

6. Protocol and Procedures

6.1 Visitors to the School

- 6.1.1 All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.
- 6.1.2 When on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- 6.1.3 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.
- 6.1.4 All visitors will be asked to sign the Inventory Visitors System. This is make note of their name, organisation, who they are visiting, car registration and it will produce a photograph visitor badge.
- 6.1.5 All visitors will be required to wear this visitor badge throughout their visit. The badge must remain visible at all times.
- 6.1.6 Visitors will 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 be responsible for the visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

6.2 Approved Visitor List

- 6.2.1 The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).
- 6.2.2 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 Record (a current DBS is defined as no more than 3 years old).
- 6.2.3 Visitors on the approved list MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in via the Inventory Visitors System). A copy of the approved visitor list will be kept at reception at all times.

6.3 Visitors Departure from School

- 6.3.1 On departing the school, visitors MUST leave via reception and:
 - scan the barcode on the Inventory Visitors System
 - return the identification badge to reception

6.4 Unknown/Uninvited Visitors to the School

- 6.4.1 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.
- 6.4.2 They should then be escorted to reception to sign the Inventory Visitors System and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.
- 6.4.3 In the event that the visitor refuses to comply, they will be asked to leave the site

immediately and the headteacher (or a member of the senior leadership team if the headteacher is not available) should be informed promptly.

- 6.4.4 The headteacher or member of the senior leadership team will consider the situation and decide if it is necessary to inform the police.
- 6.4.5 If an unknown/uninvited visitor becomes abusive or aggressive, they will be reminded of Sandwell's Zero Tolerance Policy and asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

6.5 Governors and Volunteers

- 6.5.1 All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office. The school must check all governors' and volunteers' DBS certification is current (i.e. less than 3 years old).
- 6.5.2 Thereafter, procedures as per this policy should apply. Please note that governors should sign in and out using the Inventory Visitors System.
- 6.5.3 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, chair of governors or the clerk to governors.
- 6.5.4 New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

7. Visitor Conduct

- 7.1 Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.
- 7.2 The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 7.3 Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 7.4 In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

8. Staff Development

- 8.1 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.

9. Policy Review

- 9.1 This policy will be reviewed on a three-year basis by the headteacher in agreement with the governing board.
- 9.2 Any changes made to this policy will be communicated to all members of staff.