

Visitor Policy

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.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 vision:

- 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 to ensure 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:

 _____	Chair of Governors	Date: <u>12/12/2024</u>
 _____	Headteacher	Date: <u>12/12/2024</u>

Date adopted	5 th October 2017
Date reviewed	12 th December 2024
Revision date	December 2027

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 students and staff. This duty of care incorporates the duty to safeguard all students 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 (2024) 'Keeping children safe in education'
 - Childcare Act 2006
 - Education Act 1996
 - Home Office (2023) 'Prevent duty guidance: England and Wales'
 - DfE (2022) 'Political impartiality in schools'
- 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
 - Prevent Duty Policy

3. Authorisation

- 3.1 Individuals who would like to visit the school but are not in contact with a member of staff regarding this, will arrange their visit through the school office who can be contacted on 0121 561 6881.
- 3.2 The office will record the 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 where applicable.
- 3.3 The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the Headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.
- 3.4 Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Headteacher's authorisation.

- 3.5 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.
- 3.6 Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

4. Policy responsibility and application

- 4.1 The Designated Safeguarding Lead (DSL) is the member of staff responsible for the 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.

Where and to whom the policy applies

- 4.2 The school is deemed to have control and responsibility for its students 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 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 students
- 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 with 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 students and may require visitors to undertake a DBS check depending on the purpose of their visit.
- 5.2 Prior to arranging a visit, the Headteacher will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:
- the educational value of the visit
 - the age appropriateness of what is going to be delivered
 - whether relevant checks will be required
 - whether the visit could bring the school into disrepute
 - how compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

- 5.3 The suitability of potential speakers and agencies will be scrutinised in line with the Guest Speaker Policy.
- 5.4 A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity'.
- 5.5 For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances.
- 5.6 DBS checks will be undertaken in accordance with the Safer Recruitment Policy.
- 5.7 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.
- 5.8 The Headteacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises.
- 5.9 Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with students.
- 5.10 The school will manage the risk of potential harm to students by taking steps to segregate students from visitors.
- 5.11 The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to students from visitors.

6. Visiting 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 Invenry 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 Invenry 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 Invenry 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 Disclosure and Barring Service 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 Invenry 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. Exceptions

- 7.1 Visits to the school by contractors will be managed by Mitie, the school's estate manager.
- 7.2 Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in the visiting procedures section of this policy.
- 7.3 Anyone attending school events will be instructed to keep to the areas of the school grounds where the events are taking place (e.g., the sports field, school hall).

8. Visitor Conduct

- 8.1 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.
- 8.2 The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, students, governors, parents, or other visitors.
- 8.3 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.
- 8.4 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.

9. Staff Development

- 9.1 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.

10. Monitoring and review

- 10.1 This policy will be reviewed every three years by the Headteacher in agreement with the governing board.
- 10.2 Amendments to this policy will be communicated to all relevant stakeholders.