

# SCHOOL VISITORS POLICY & PROCEDURES

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*Policy Document OP-14*

## RISE LEARNING ZONE

### SCHOOL VISITORS POLICY & PROCEDURES

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RISE Learning Zone assures all visitors a warm, friendly and professional welcome 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 Board of Directors and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Directors 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 Development Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Development Manager.

#### **Aim**

To safeguard all children under RISE Learning Zone’s responsibility both during school hours curriculum and out of school hours 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, Directors, 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, 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
- All Directors 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,

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- 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 and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

- 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.

### **Approved Visitor List**

The School may hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (I.e. volunteers, mentors).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND
- b) A current clear DBS children's barred check has been undertaken AND Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors' book).

A copy of the approved visitor list will be kept behind reception at all times.

### **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
- A member of staff should escort the visitor to the 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 inform the Programme Lead.

The Programme Lead 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.

### **Directors and Volunteers**

All Directors and volunteers 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 Directors and Volunteers DBS certification is current (i.e. less than 3 years old) Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitors Book.

New Directors will be made aware of this policy and familiar with its procedures as part of their induction.

New volunteers will be asked to comply with this policy by the Programme Lead 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.

### **Use of External Agencies and Speakers**

Please refer to *Preventing Extremism and Radicalisation Policy* for further guidance.