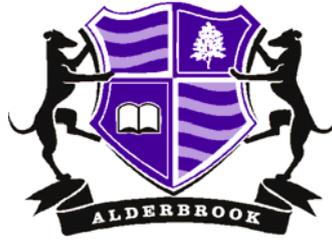


Alderbrook School



EXTERNAL VISITORS POLICY

Author: S Arthur
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1. Introduction

Visitors are welcome to Alderbrook School and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its students is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

3. Aim

To safeguard all students under our responsibility when at school, arranged activities under our direction out of school and after school. The aim is to ensure Alderbrook students are able to learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

4. 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 safeguarding children guidelines as set by the DFE.

5. Where and to whom the policy applies

The school is deemed to have control and responsibility for its students 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 teaching and non-teaching 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, etc.)
- All governors of the school
- All parents
- All students
- Education personnel (Local Authority Advisors, Inspectors)
- Building & Maintenance Contractors

6. External Visitors to Alderbrook

Staff are required to be familiar with DFE statutory guidance on Keeping Children Safe in Education September 2016 <https://www.gov.uk/government/publications/keeping-children-safe-in-education> in relation to: *preventing unsuitable people from working with children and young persons in the education service.*

This policy applies to all visitors invited to the school by a member of staff.

7. Protocol and Procedures

7.1 Visitors Invited to the School

7.1a) Before any visitor is invited to the school, the Headteacher should be informed using the Visitor Risk Assessment form A (appendix 2), with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre visit checks required.

Visitor Risk Assessment Forms are not required for: –

- Parents visiting staff

If a visitor is being invited to school to speak to students/staff, the member of staff arranging the visit should also complete the Visitor Speaking Risk Assessment (overleaf on Form A) and ask the visitor to complete and sign the Visitor Speaking Agreement (Form B).

Please refer to Appendix 1 for guidelines

7.1b) When inviting visitors to the school they should be asked to bring formal identification (as requested by the Headteacher in the Risk Assessment) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to **Main Reception** first – they must not enter the school via any other entrance
- At **Main Reception**, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification (Local authority staff should have their SMBC ID Badge)
- All visitors will be asked to sign the Visitors Record Book which is kept in **Main Reception** at all times
- All visitors will be required to wear a **School lanyard** and identification badge and read the information about emergency evacuations procedures and protocol contained on the signing in slips. (Red lanyards for visitors needing full supervision, blue for those who do not need to be supervised)
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.
- In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the visitor assembly point on Malley playground.

7.1c) On departing the school, visitors should leave via **Main Reception** and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry

- Return the School lanyard and identification badge to reception
- The point of contact should escort the visitor to the car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

All visitors from external agencies must comply with section 7.1 of this policy

7.2 Unknown/Uninvited Visitors to the School

- a) Any visitor to the school site who is not wearing a school lanyard and identity badge should be challenged politely to enquire who they are and their business on the school site
- b) They should then be escorted to reception to sign the visitors book and be issued with a school lanyard and identity badge. The above procedures in 6.1 then apply.
- c) In the event that the visitor refuses to comply, the Headteacher or Deputy Headteacher should be informed promptly and the visitor will then be asked to leave the site immediately.
- d) The Headteacher / Deputy Headteacher will decide if it is necessary to inform the police.
- e) 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. The Headteacher / Deputy Headteacher will decide what further action to take. This may include seeking legal advice or police contact.

7.3 Governors

- a) All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school, (if not already held).
- b) The School must check all Governors DBS certification is current at the beginning of the academic school year. Thereafter, procedures as per 7.1 should apply. Please note that Governors should sign in and out using the Signing In Book during the school day and wear the school lanyards and photo identification issued to them when they take up post. For evening meetings governors should wear their school lanyard with photo identification and sign the attendance sheet at each meeting.
- c) 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 or Chair of Governors

8. Staff Development

As part of their Induction, new staff will be made aware of this policy for External Visitors and asked to ensure compliance with its procedures at all times. The Assistant Headteacher (Staffing) will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others.

9. Linked policies

This policy should be read in conjunction with other related school policies: including:

- Child Protection Policy
- Health and Safety Policy

10. Dissemination

This policy is publicised to all in the school community through:

- Staff shared areas.

11. Monitoring and Evaluation

The suitability and impact of all visitors invited into school to work with the children will be assessed at the end of each visit and a decision made as to further involvement.

Appendix 1

GUIDELINES FOR EXTERNAL VISITORS TO SCHOOL

Before any visitor is invited to the school, the Headteacher should be informed using the Visitor Risk Assessment Form A, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre-visit checks required.

GUIDE TO STAFF WHEN ARRANGING FOR EXTERNAL VISITORS TO COME TO ALDERBROOK SCHOOL

When do I need to complete paperwork?

Paperwork must be completed for **any visitor** coming to Alderbrook School, except for parents/carers. Please let Fiona Clarkson at Main Reception know if you are expecting a parent/carer but there is an automatic assumption that this group of visitors would always be supervised at **all times** by the member of staff they were coming in to see.

What paperwork do I need to complete?

Visitor Risk Assessment Form **on all occasions** (Form A)

If your visitor is speaking to students and/or staff you also need to complete the Visitor Speaking Risk Assessment (overleaf on Form A) and ask your visitor to complete and sign the Visitor Speaking Agreement (Form B).

You will all have received copies of these forms in your pigeon hole and they are also in the blue holders in the Staffroom. Electronic versions are available at RMStaff/Reference/School Policies/Whole School policies, together with the school policy for External Visitors which is a useful document to read in conjunction with these guidelines.

All visitors except for parents/carers must bring in photographic identification with them.

What do I do with the paperwork once completed?

- Return it to the Headteacher's PA (Sarah Arthur), with at least one week's notice, longer if you feel your visitor would need unsupervised access, as there will be further steps to take to enable this to be put in place. Please note if you wish your visitor to have unsupervised access to the school site they must have an Enhanced DBS and/or Barred List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS/CRB was issued. This information will be held by the Headteacher's PA.

What happens next?

Sarah will review the paperwork with the Headteacher and will put a copy of the forms with supervision requirements detailed back into your pigeon hole and a copy given to Reception.

Those visitors who have been cleared by the Headteacher for unsupervised access in school will be issued with a **BLUE LANYARD**. Those who require supervision will be issued with a **RED LANYARD**.

Please meet your visitor at Main Reception to sign in and receive the appropriate coloured lanyard and ensure they sign out at the end of their visit with supervision as appropriate.

Important things to remember!!

- Even if your visitor has been into school previously, you must fill out the paperwork for every visitor every time they visit. Sarah Arthur will review with you when they were last in and this is particularly important if you wish your visitor to have unsupervised access in school as we will check that we have been in recent contact with them.
- PGCE and NQT placements are administered through Judith Leaper and Sarah Balding and will have the required paperwork in place for joining staff in the classrooms.
- However, if you have a prospective teacher with you on a short term work experience basis, they must be supervised at all times, including comfort and refreshment breaks and not left unsupervised with students at any time.
- Fiona Clarkson holds a list of SMBC department personnel and other regular visitors who have appropriate clearance. You can check with Fiona if your visitor comes under any of these categories and indicate so on your Visitor Risk Assessment form. This list is reviewed regularly and can change so again, check each time a visitor is coming in if you wish them to have unsupervised access.

All members of staff teaching and support must wear their school photographic ID with purple Alderbrook lanyard at all times. Sixth Formers have lime green lanyard IDs.

If you see any person around site without a lanyard on they should be politely challenged and Main Reception or Sarah Arthur contacted.

Academic year September 2017 – July 2018

Appendix 2

FORM A

**Alderbrook
Risk Assessment for Visitors to School**

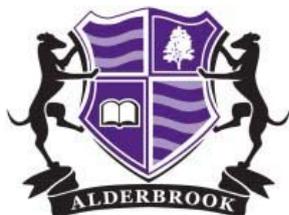
Please complete at least a week before the visit and give to Headteacher's PA.

Name of Visitor	
Department visiting	
Member of staff arranging visit	
Date and time of visit	
Purpose of visit <i>If visitor will be speaking to students and/or staff please complete the Visiting Speaker Form overleaf and ensure Form B is completed and signed by your visitor.</i>	
Does your visitor need unsupervised access in school? If Yes , please discuss requirements with Headteacher's PA	
If No , please detail supervision in place during the visit.	

Headteacher's Assessment

Requirements	Tick if required	Completed/Obtained by	Date
DBS			
List 99			
Photo ID			
Level of supervision required			
Lanyard colour RED : Supervised at all times BLUE : Unsupervised access to school			

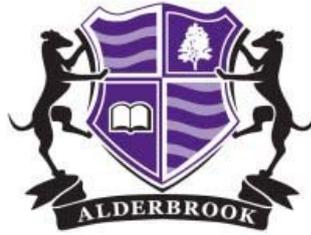
Any further comments for Reception/Member of staff organising visit:



Education Provision
Risk Assessment for Visiting Speaker/Event

Name of the Event:		Date:	
Speaker:			
Nature of Event (eg: assembly, talk, interactive learning etc) Please indicate if student or staff event			
Outline of the content of the Event			
Member of staff organising the event who is the point of contact for the speaker.			
Confirm that research has been carried out on the Speaker and the organisation they are affiliated to – record detail			
The Speaker has signed the Visiting Speakers Agreement		YES	NO
The Office has been informed of the Speaker in order that they can be added to the School diary, and any relevant vetting procedures undertaken		YES	NO
Confirm that you agree to implement the required supervision arrangements as per the Visitor Risk Assessment Form (overleaf)		YES	NO
Requested by(member of staff), (sign and date) Agreed by the Headteacher's PA (sign and date)			
Post Event Evaluation/comment if appropriate			

FORM B



Visiting Speaker/Event Agreement at Alderbrook School

We understand the importance of visitors and external agencies to enrich the experiences of our students and thank you for visiting our school.

In order to safeguard our children, we ask all visitors working with our students to read and adhere to the statements below:

- Any messages communicated to students support fundamental British Values and our school values: honour, respect, responsibility.
- Any messages communicated to students do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Messages to the students support a positive work ethic, resilience and aspiring to be the best they can be.
- Activities and content are matched to the needs and age groups of students.
- Visitors will be appropriately supervised during their visit to school and all visitors are asked to sign in and out at Main Reception. Thank you for your support in this important matter.

Signed:..... Print signature:
(Visiting speaker to school)

Date:

This form to be returned to Sarah Arthur, Headteacher's PA when completed and signed by your visitor.