



## External Visitors Policy

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## Introduction

- 1 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.

## Policy Responsibility

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

## Aim

- 3 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.

## Objectives

- 4 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/carers and conforms to safeguarding children guidelines as set by the DFE.

## Where and to whom the policy applies

- 5 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/carers
  - All students
  - Education personnel (Local Authority Advisors, Inspectors)
  - Building & Maintenance Contractors

## External Visitors to Alderbrook

- 6 Staff are required to be familiar with DFE statutory guidance on Keeping Children Safe in Education September 2019  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/835733/Keeping\\_children\\_safe\\_in\\_education\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf) in relation to: *preventing unsuitable people from working with children and young persons in the education service.*
- 7 This policy applies to all visitors invited to the school by a member of staff.

## Protocol and Procedures

### Visitors Invited to the School

- 8 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.
- 9 Visitor Risk Assessment Forms are not required for: –
  - Parents visiting staff
- 10 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).
- 11 Please refer to Appendix 1 for guidelines
- 12 When inviting visitors to the school they should be asked to bring photographic, organisation 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
  - All visitors, where possible, should park in the designated visitor parking spaces at the front of the school and display the visitor parking pass in their car.
  - 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 school evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the visitor assembly point at the top of the path by the main school gates.
- 13 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

## Unknown/Uninvited Visitors to the School

- 14 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 then apply.
- 15 In the event that the visitor refuses to comply, the Headteacher, Deputy Headteacher or a member of SLT should be informed promptly and the visitor will then be asked to leave the site immediately. The Headteacher / Deputy Headteacher will decide if it is necessary to inform the police.
- 16 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.

## Governors

- 17 All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school, (if not already held).
- 18 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.
- 19 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

## Staff Development

- 20 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.

## Linked policies

- 21 This policy should be read in conjunction with other related school policies: including:
  - Child Protection and Safeguarding Policy
  - Health and Safety Policy

## Dissemination

- 22 This policy is publicised to all in the school community through:
  - Staff shared areas.

