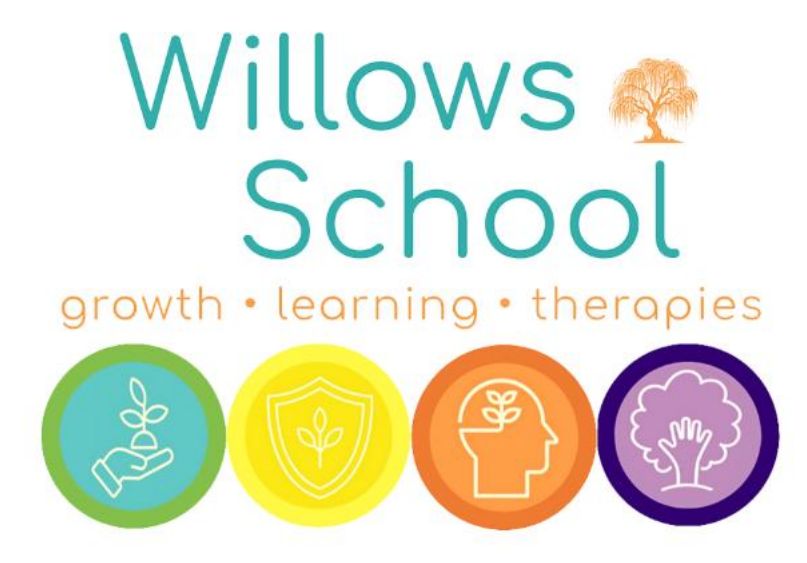




Management of Visitors Policy

Approved by: Alison Neal/Katy Edmondson

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1. Guidance and Responsibilities

The Headteacher, is responsible for implementing this guidance and managing visitors to the school. In her absence, the Deputy Headteacher and/or School Business Manager are responsible for implementing this policy.

The day-to-day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors equally, including VIPs. It should be included within the establishment's whole school Safeguarding and Child Protection Policy and referenced in the school's Health and Safety Policy.

2. Types of Visitors

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as sports coaches and therapists.
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- Other legitimate visitors i.e. parents, carers, school governors and central staff.

3. Procedures for ALL Visitors

- Wherever possible, visits to schools should be pre-arranged. Visitors should be sent a vetting form to complete and return in advance (along with any relevant safeguarding information and safer recruitment assurances from their employer), and this completed form should be handed into Main Reception to ensure a seamless signing in process.
- All visitors must ring the bell at the Main Entrance and wait to be let in.
- On arrival all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal photo identification which will be copied, signed and dated and validated against the vetting form (completed and returned in advance of the visit).
- All visitors will be asked to sign in using the school Inventory system, during the sign in process they will read and accept the school rules relating to safeguarding, fire evacuation and mobile phone use. **Contractors attending to complete work on site will be subject to a site induction as part of the sign in process (see Management of Contractors Policy).**
- A visitor's badge will be issued.
 - A red lanyard will indicate the visitor has not provided DBS information and must be accompanied at all times.

- A green lanyard will indicate the visitor has provided all necessary safeguarding information and can be left unattended.
- **Only** visitors with a green lanyard can be issued with a security access card. Upon issue the security access card must be signed out via the log book.
- Once signed in visitors are to remain in Main Reception until they are met by an appropriate member of staff and be escorted to their destination. For regular visitors on green lanyards and with security card access it may be appropriate for them to proceed to their destination in school without further accompaniment.
- Visitors should not be alone with pupils/children unless this is a legitimate part of their role, for example a social worker seeing a child, and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks – by providing completed vetting and assurance documents in advance).
- **Staff must actively challenge any individual walking around school unaccompanied who is not wearing a green lanyard.**
- On departing the school, visitors should leave via the Main Reception, sign out of Inventory, return their visitor badge and any security access cards and be seen to leave the premises via the main entrance.

4. Raising Awareness of Visitor Safety with Pupils

Pupils should be reminded on a regular basis that they should remain with a staff member and not wander off/leave an area which is not supervised by a member of staff.

They should also be reminded of any other relevant actions identified by a risk assessment relating to any visits.

Pupils should be able to identify the difference between green and red visitor lanyards and feel able to discuss this with staff.

5. Concerns Related to a Visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor.

This would be any teacher in the first instance, who should then report the concerns to the Designated Safeguarding Lead (DSL) or another member of the safeguarding team.

Any issues regarding the suitability of visitors to the school should be noted by the DSL and the necessary action taken.

6. Unknown, Uninvited or Malicious Visitors

Any visitor to the school site who is not wearing a visitor lanyard and badge should be challenged politely by staff and escorted to the Main Reception to follow the sign in process.

Failure to comply should result in them being asked to leave the site and the Headteacher being informed.

In extreme circumstances or if the person refuses to leave, the police should be called.

The schools' Emergency Plan includes arrangements for responding to 'intruders' and 'lockdown arrangements' in the event of a 'malicious visitor'.

7. Monitoring

The Headteacher and School Business Manager will evaluate the implementation and effectiveness of this policy at least annually.

8. Links to other Policies

This guidance should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct Policy
- Health and Safety Policy
- Management of Contractors Policy
- Whistleblowing Policy

Appendix 1: Visitor Vetting Form

CONTRACTOR/VISITOR VETTING FORM

For those individuals not employed by The Willows School or Renaissance Education.

Safeguarding pupils is a priority for The Willows School. It is a requirement that all visitors/workers provided by external agencies or contractors complete this form prior to them attending the school.

This form is to be kept securely on reception at the school so that it can be checked when any external agency staff or contractors arrive to ensure they are given the relevant access to the school and pupils and are provided with the appropriate visitor lanyard.

EMPLOYER DETAILS	
Name:	
Telephone Number:	
Address:	
Email Address:	
Company stamp, logo or letterhead:	

INDIVIDUAL VISITOR/WORKER DETAILS	
Full Name:	
Position/Role:	
Photo:	

The individual visitor/worker must bring with them and produce at the school office on the first date of their assignment **one** of the following:

- photo driving license
- valid passport
- national citizenship photo ID card
- company photo ID

CONFIRMATION OF SAFER RECRUITMENT CHECKS

(if any of the below is incomplete the visitor/worker may be refused entry to the school)

Confirmation that photos identification has been checked:	
Confirmation that qualifications required for the work to be undertaken are held and have been checked:	
Enhanced DBS Number:	
Enhanced DBS Date of Issue:	
Enhanced DBS Information Disclosed (if any information has been disclosed <u>you must</u> contact the school to discuss further):	
Confirmation that proof of right to work in the UK has been checked in line with legal requirements:	
Visa details (if applicable):	
Overseas police check (if applicable):	
Change of name checked (if applicable):	
2 x References have been checked and are satisfactory:	

Privacy Statement

This information is required to ensure that the school complies with its legal safeguarding requirements. The information will be kept by the school for the remainder of the current academic year plus a period of two years before being archived. This is to enable the school to fully investigate any future safeguarding incidents. This information will be securely stored by the School Business Manager and only relevant staff will have access. Failure to provide the required information may result in the worker not being allowed entry onto the school premises.

If you have any concerns about this form, please contact the School Business Manager in the first instance.

DECLARATION:

I confirm that the above information has been checked and verified and that I am authorised by the above company to provide this information:

Signed:	
Name and Position:	
Date:	

Appendix 2: Visitor Protocol Flow Chart

Staff / Visitor Protocol

