

THEALE GREEN SCHOOL SCHOOL VISITORS

Purpose and Background

The Governing Body assures all visitors a warm, friendly and professional welcome to Theale Green School, whatever the purpose of their visit.

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 Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body 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.

The Deputy Head is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's security staff as necessary and is the designated Child Protection Officer. All breaches of this procedure must be reported to the Deputy Head (or in her absence the Head).

Policy Objectives

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Theale Green School can engage in their learning and enjoy extra-curricular experiences, in an environment where they are safe from harm.

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 child protection and safeguarding guidelines.

Management of Policy

School:	This policy is implemented and managed by the Deputy Head
Governing Body:	The Governing Body has delegated the oversight, review and update of this policy to its Audit Risk and Compliance Committee
Approval:	Approved by the Governors' Audit Risk and Compliance Committee on 08 February 2018
Next review due:	Spring 2021

Associated policies and documents

Safeguarding	Health and Safety
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Practice and Procedures

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 (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents, carers and volunteers
- All students Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises Independent contractors who may transport students on minibuses or in taxis

Visitors to the School who may have unsupervised access

All such visitors to the school will 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:

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- 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 must produce formal photo identification, a valid DBS certificate and evidence that they have a clear List 99 check.
- 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, car registration and visitor badge number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- 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

Visitors to the School who will ALWAYS be supervised

All such visitors to the school must follow the procedure below:

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- 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.
- 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, car registration and visitor badge number.
- 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

- 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 must escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

Approved Visitor List

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).

To qualify for this list the visitor must have demonstrated, prior to or at the time of their visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND
- A current clear List 99 check has been undertaken by the school 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).
- 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 copy of the approved visitor list will be kept behind reception at all times.

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 the Headteacher or other Senior Leader if not available should be informed promptly. The Headteacher or Senior Leader 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.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the Headteacher's PA.

The School must check all governors and parent helpers DBS certification is current and Governors should sign in and out using the Visitors Book. 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 Clerk to Governors.

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.

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.