

The De Montfort School

Visitors to site Policy

Version Control

Policy author: Trust Estates and Facilities Manager
Policy approved by: Associate Headteacher
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Version	Date	Details
1.0	Nov 2020	Policy written and includes an appendix for the COVID-19 pandemic

Overview

This guidance is intended to help schools manage visitors in a way that ensures the safety of students and staff on the school site. The responsibility for this lies with the Associate Headteacher, senior leadership team and the Local Governing Body.

Guidance and Responsibilities

The Associate Headteacher and Chair of the Local Governing Body are responsible for implementing this guidance and managing visitors to the school. 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.

Types of visitor

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

- All staff employed by The Four Stones Multi Academy Trust (MAT);
- 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 etc);
- All members, trustees and governors of the MAT;
- All parents/carers and volunteers;
- All students;
- Other education related personnel;
- Building, maintenance and all other independent contractors visiting the school premises; and
- Independent contractors who may transport students on minibuses, coaches or in taxis.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard students, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The Associate Headteacher or Senior Leadership Team should be aware of visits in advance.

Procedures for visitors

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in and will be issued a visitors lanyard and pass, reception staff must explain the fire evacuation procedure and site rules (printed on the rear of the pass).
- The visitor's lanyard should be worn and displayed prominently. Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with students unless this is a legitimate part of their role.
- All visitors will be given a safeguarding leaflet to read and keep whilst on the school site. The leaflet outlines who a visitor should report any safeguarding concerns to.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.
- If a regular visitor to the school does not have DBS clearance (e.g. ex-student carrying out work experience), this will be referred to the Associate Headteacher for approval. If the visitor is allowed

onto the premises, it will be made clear to this individual that they must be accompanied by a member of staff at all times and they must not have unsupervised activity with students.

Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not wearing an identity lanyard should be challenged politely by staff and escorted to reception to sign the visitors book and be issued with an identity lanyard. Failure to comply should result in them being asked to leave the site and the Associate Headteacher or a member of the SLT informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Staff from other agencies (e.g., Supply Teachers)

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with students. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided and will then be escorted to meet the Head of Department (where possible) and the classroom(s) they are covering.

Contractors

For building or maintenance contractors the school will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have a DBS. Contractors should sign in and be issued with a visitors' lanyard. If the contractor is working in an area of the school where students are present, they will be accompanied by a member of the site team at all times whilst completing the necessary work.

Approved 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 who we use on a regular basis). To qualify for this list the visitor must have demonstrated, prior to the visit that they have the appropriate level of DBS check and this has been registered on the school's single central record (SCR). Visitors on the Approved List must follow the same procedures on entry to the premises (i.e. come to reception and sign the Visitors Record Book). A copy of the approved visitor list will be kept behind reception at all times.

Staff employed to work in the MAT's executive and/or central teams

Please refer to the guidance issued to all reception staff.

Members, Trustees and Governors

All members and trustees of the MAT and governors of the school have the appropriate level of DBS check and this is recorded on the relevant SCR. Visits during the school day should follow the protocols in 'Procedures for Visitors'.

Trainee teachers

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with students they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made. This will then be recorded on the SCR.

Parents/Carers and relatives

Keeping Children Safe in Education (2020) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as students' relatives or other visitors attending so these visitors will be escorted/supervised. For larger events such as sports day, the Associate Headteacher should use their professional judgement about the need to escort or supervise visitors.

Ofsted

The policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. However, we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check.

Raising awareness of visitor safety with students

Staff and students will 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.

Concerns related to a visitor

Staff and students will be reminded on a regular basis about 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 person for safeguarding. Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Associate Headteacher.

Visitors departing the school

On departing the school, visitors should leave via reception, sign out of the building, return their visitor lanyard and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

COVID-19 Appendix

The need for a visit will be carefully assessed and all visits should be prearranged, if possible and appropriate, meeting should be held virtually. The visit will be risk assessed and signed off by the Associate Headteacher. When visitors come to the school all of the procedures listed above should be followed, in addition:

- On arrival at reception visitors should sanitise their hands.
- They will be asked a series of health question by members of the reception team.
- They will wait in reception until the member of staff that they are meeting arrives to collect them.
- The number of locations that the visitor will go to within the school will be reduced to the minimum required.
- Visitors should wear face masks in communal areas or where social distancing cannot be guaranteed.

If visitors are feeling ill or have symptoms of COVID-19 they should not enter the school site