

Laleham Gap School Visitors Procedures

Statement

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

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff.

This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure 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** comply with the following procedures. Failure to do may result in the visitor's escorted departure from the school site.

Responsibility

The DSL is the member of staff responsible for implementation, coordination and review of these procedures. This person will also be responsible for liaising with the site and reception staff and SLT as appropriate. All breaches of this procedure must be reported to the DSL.

If the Lead DSL is not in school there will be a named DSL on duty, details will have been circulated to all staff. Reception staff will ensure visitors are aware of any changes and draw attention to who is on duty that day.

Aim

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.

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 child protection and safeguarding guidelines.

Where and to whom these procedures apply

The school is deemed to have control and responsibility for its pupils anywhere on the school site during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

These procedures apply 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.
- All governors of the school.
- All parents and volunteers.
- All pupils.
- Other Educational related personnel - County Advisors, Inspectors.
- Independent contractors who may transport students on minibuses or in taxis
- Building & Maintenance and all other Independent contractors visiting the school premises

Protocol and Procedures

Visitors to the School

Visitors to the school may be asked to bring formal identification with them at the time of their visit unless they are named on the approved visitors/contractors list.

They must follow the procedure below.

- 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 should be ready to produce formal identification upon request.
- 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 and car registration.
- 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.
- The point of contact is responsible for ensuring visitors know where fire exits are and ensure that visitors leave the building with them in case of emergency.

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 e.g. Salus staff or regular supply staff.

This list will be held by the DSL and will only be updated by the Head teacher or DSL

To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current and clear enhanced DBS check and a copy has been registered on the Schools Central Record.

Visitors on the Approved List must follow the same procedure i.e. come to reception and sign in the visitors book.

A copy of the approved visitor list will be kept behind reception at all times.

Work experience placements and students – either College or University will be required to bring in their DBS checks and additional photographic evidence and details will be held on record at school.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- A member of staff should escort the visitor to reception.
- Return the identification badge to reception.

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 be escorted to reception sign the visitor's 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 a member of the SLT informed.

The SLT member 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 Volunteers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form.

The school must check that all governors and volunteers DBS certification is current (i.e. less than 3 years old).

Thereafter, procedures as above should apply.

New Governors will be made aware of this policy and its procedures as part of their induction. This is responsibility of the Head Teacher and Chair of Governors.

Sue Scobie, February 2017