Visitors Policy and Procedures

Policy Statement
The Governing Body assures all visitors a warm, friendly and professional welcome to Sandwell Valley School and Sandwell Community Care Trust Training, whatever the purpose of their visit.

The centre 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.

Policy Responsibility
The Principal is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Principal.

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 centre which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.
Where and to whom the policy applies
The centre is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the centre
- 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 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

Protocol and Procedures

Visitors to the School

- All 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 as set out below). 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 a tall times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear a black lanyard identification badge – the badge must remain visible throughout their visit and should follow our lanyard coding system (Blue – Staff, Red – Alternate Provision, Green – Study Programme, Yellow – Visitors)
• 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

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 the visit that:
  a) They have a current clear enhanced DBS check and a copy of this has been registered on the School’s Central Record AND
  b) A current clear DBS children’s barred check has been undertaken AND

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor’s book). A copy of the approved visitor list will be kept behind reception at all times.

Hair and Beauty Staff will be on the list but clients arriving for treatments must ring the bell on the main doors and they will be collected by a member of staff and taken into the Salon.

Playgroup parents will be escorted by Playgroup staff at all times whilst they are on site.

Visitors Departure from School
• 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 should escort the visitor to the 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 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 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 parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per above should apply. Please note that 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 Executive Principal and Chair of 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.
Linked policies
This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Fire Policy

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