



# School Visitors Procedures for The Bicester Campus

review date: September 2024

## 1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

## 2. Statement

Visitors are very welcome to The Bicester Campus, however it is the responsibility of our schools to ensure that the security and well-being of our students is uncompromised at all times.

The schools have a legal duty of care for the health, safety and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Executive Headteacher to ensure that this duty is implemented 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 procedure.

## 3. Responsibility

The Designated Safeguarding Lead (DSL) at the school is the member of staff responsible for the implementation, coordination, dissemination, and review of this procedure. All breaches of this policy must be reported to the Office Manager and DSL.

## 4. Where and to whom the procedure applies

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

The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Governors of the school
- All parents (including parent helpers)
- All students
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

- Independent contractors who may transport students on minibuses or in taxis.

## 5. Protocol and procedures

### 5.1 Planned visitors to the school

All visitors to the school may be asked to provide formal identification at the time of their visit

- Where possible the school office/ reception staff should be informed of all pre-arranged visitors to the school
- All visitors must report to the school office/ reception first and should not enter the school via any other entrance. Unless specifically invited and accompanied, due to logistics around access.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
- Visitors will be asked to sign in at Reception using the Visitap system at The Bicester School. Recording their name, organisation, who they are visiting, car registration number (where applicable). Should the visitor be unable to access the site via the school office / reception the member of staff they are meeting must ensure that reception have been given the details of the visitor, time in and out and car registration, where applicable).
- All visitors will be required to wear an identification Lanyard, the Lanyard must remain visible throughout their visit.
  
- All Bicester Campus staff are responsible for the safeguarding of students and any visitors that they invite to site. In addition, should any staff member find a visitor without a green visitor lanyard or alone but with a red lanyard they must ensure that they are escorted back to reception so that the correct signing in procedures and safeguarding checks are followed:
- We operate a three-colour lanyard system
- **BLACK LANYARDS** For all staff/volunteers who have been recruited through ALET safer recruitment procedures. For those who are from 'other' schools in the trust we will also provide a green lanyard
- PURPLE LANYARDS** For Sixth Form Students.
- **GREEN LANYARDS** For any visitor who is able to produce their official documentation and where necessary that we have been able to run a satisfactory visual check on their DBS. They will be given unsupervised access where required.
- **RED LANYARDS** For any visitor without a relevant DBS they will be issued a red lanyard and the staff member who booked them will have full responsibility to ensure they are always escorted whilst present on the site

- All visitors should be made aware of whom the DSL is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Where visits are arranged before or after school reception hours, the member of staff arranging the visit must meet them in the reception foyer.
- On departing the school, visitors should leave via the school office and:
  - And sign out using the Visitap system or Visitors Book alongside their arrival entry.
  - Return the identification badge to the school office/reception.
- Parents visiting the site for Parents Evenings or School events are responsible for children that are accompanying them. Parents must follow the signage to the Hall or classroom where the event or meeting is taking place and to follow the instructions of staff directing the visitors.

**Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.**

#### 5.2 Unknown/ unplanned 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 at the school
- They should then be escorted to the school office/ reception to sign in. They will be issued with a visitors' badge. The procedures in 5.1 then apply.
- If the visitor refuses to comply, they should be asked to leave the site immediately and the Executive Headteacher / Head of School (or Senior Leader is neither is available) should be informed promptly.
- The Executive Headteacher / Head of School 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.

#### **6. Governors and regular volunteers/parent helpers**

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the School Office
- All Governors and parent helpers should follow the procedures as stated in 5.1
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role

- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again all parents should follow the procedures as stated above 5.1

## **7. Contractors/ Workmen**

- Contractors/ workmen should follow the procedures set out in 5.1

## **8. Staff development**

As part of their induction, new staff will be made familiar with this procedure for external visitors and asked to always ensure compliance with its procedures.

Existing staff will be reminded of this procedure via the staff bulletin with housekeeping notices.

## **9. Linked policies**

This procedure should be read in conjunction with:

- Child protection/safeguarding procedure