

## Protocols and Procedures for visitors on site to UTC Oxfordshire

UTC Oxfordshire (UTC O) 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 students from subjection to any form of harm, abuse or nuisance. In performing this duty, UTC O 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 procedures. Failure to do so may result in the visitor's escorted and departure from the school site.

### Objectives

To have in place clear protocols and procedures 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.

### Protocols and Procedures

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are on the SCR). They must follow the procedure below. Prior notice of pre-planned visitors attending site must be given to Reception.

- 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 of which a copy will be retained (this is not expected of parents/carers)
- All visitors will be asked to sign the electronic visitors page on screen in reception recording their name, organisation, who they are visiting, car registration. When signing in, visitors will be requested to read UTC O Safeguarding Procedures
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. Those with a confirmed DBS will wear green and those without will wear red. Those with green lanyards may move around school site unaccompanied. Those with a red lanyard must be accompanied by a UTC O member of staff at all times.
- 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. *Visitors will not be expected to show their DBS if their employer has stated in writing that the appropriate level of check as already been undertaken*

### 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). The details of these visitors will be held on the SCR.

To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS and a copy of this has been registered on the SCR. Visitors on the approved list MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in electronically).

### **Visitors Departure from School**

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

- Sign out on the electronic system
- 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 then be escorted to reception to sign in 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 Head of School (or member of SLT) should be informed promptly.
- The Head of School or SLT 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.

