

School Visitor Policy

1. Aim

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

2. Statement

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

The schools/Trust 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 Headteacher to ensure that this duty is always implemented.

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.

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 policy. All breaches of this policy must be reported to the Office Manager and DSL.

4. Where and to whom the policy 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

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 prearranged 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. 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).
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- All visitors will be required to wear an identification Lanyard, the Lanyard must remain visible throughout their visit.
 - All 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 verified visitor lanyard or alone but with an unverified visitor 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 multi-colour lanyard system:
 - **BLACK LANYARDS (or rainbow lanyards in June/Pride month)**
For all staff/volunteers (including staff from other schools and Central staff) who have been recruited through safer recruitment procedures.
 - **DSL Lanyards**
Worn by DSL trained staff within the schools.
 - Our schools also provide lanyards for some or all students.
 - **Unverified Visitors**
For any visitor who is **not** entered on our Single Central Record, they will be issued an unverified visitor lanyard. (**Green for UTCH, Red for all other schools**) and the staff member who booked them will have full responsibility to ensure they are always escorted whilst present on the site.
 - **Verified Visitors**
Any DBS checked visitor who is on our Single Central Record as an individual or employee of a cleared company will be issued with a verified visitor lanyard at Reception. Please see table below for the colour of approved visitor lanyards used at each school. A formal identification check will take place at Reception, this must be via suitable photographic identification; they will then be given unsupervised access where required.

| School | Lanyard for DBS checked visitors/contractors |
|---------------------|--|
| The Bicester School | Green |
| Theale Green School | Green |
| UTC Oxfordshire | Green |
| UTC Heathrow | Pink |
| UTC Reading | Pink |
| UTC Swindon | Orange |

- All schools have clear signage in multiple places around the buildings to ensure that everyone on site is aware what the different coloured lanyards mean and what action to take if they see



someone without a lanyard, or an unescorted person with an unverified visitor lanyard.

- 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 reception.
- On departing the school, visitors should leave via reception and:
 - Sign out.
 - Return the identification badge/lanyard to 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 identification lanyard should be challenged politely to enquire who they are and their business at the school
- They should then be escorted to the reception to sign in. They will be issued with a visitors' lanyard. The procedures in 5.1 then apply.
- If the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher (or Senior Leader if not available) should be informed promptly.
- The Headteacher 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 HR
- 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 in 5.1

7. Contractors

- Contractors 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 policy for external visitors and asked to always ensure compliance.

Existing staff will be reminded of this policy via the most appropriate internal staff communication process and method for each school.

9. Linked policies

This procedure should be read in conjunction with:

- Child protection/safeguarding procedure

Last review: November 2024.

To be reviewed annually with changes to Keeping Children Safe in Education



Appendix – Information for Reception and wider team responsibilities.

Background:

Extract from Keeping Children Safe in Education:

296. Where schools and colleges use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college.

297. Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

298. For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required, whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would be appropriate.

299. Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

300. If an individual working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

301. Schools and colleges should always check the identity of contractors on arrival at the school or college.

Extract from the Trust Child Protection and Safeguarding Policy:

Checking the identity and suitability of visitors All visitors will be required to verify their identity to the satisfaction of staff.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting.

Visitors should be ready to produce identification.

Visitors are expected to sign the visitors' book and wear a visitor's badge.



Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and:

- *Will be asked to show their DBS certificate, which will be checked alongside their photo ID;*

or

- *The organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an appropriate level of DBS check has been carried out (if this is provided, we will not ask to see the DBS certificate)*

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise students or staff.

Responsibility of Headteacher

The Headteacher is responsible for ensuring all staff are aware of this procedure and it is followed for all visitors.

Responsibility of the Designated Safeguarding Lead (DSL)

The DSL is responsible for ensuring that all staff receive appropriate support and training to ensure this procedure is followed.

Human Resources

The Schools' Human Resources Officer/Manager will ensure that all contractors have completed the standard contractor form. They will then enter relevant details on to the Single Central Record and ensure the reception team is aware whether a contractor is able to be issued with a verified visitor lanyard.

Other staff who arrange for contractors to attend site

Where a contractor is arranged to provide services, ALET staff will ensure that safeguarding requirements are set out in the contract between the organisation and the school/Trust. Staff must also liaise with HR to ensure that any information required for the Single Central Record is made available.



Names of contractors attending site must be known in advance and shared with the reception team.

Receptionist

Must have access to a list showing which contractors are entered onto our Single Central Record and upon production of suitable photo ID (not a DBS certificate), which must be validated by the receptionist (no copies to be taken), may be issued with a verified visitors lanyard. They should be met at reception by their contact. These contractors may work unsupervised on the site.

In the case of contractors who provide a regular, often daily, service they will need to sign in to reception each day but may go about their work without meeting a key contact each day (for example our IT contractors).

If a contractor is not on our single central record, they must be given an unverified visitor lanyard and always accompanied by their contact.

All contractors must sign out of reception at the end of their visit or end of the day.