

SCHOOL VISITOR PROCEDURES

Visitors are very welcome to Theale Green School, however it is our responsibility to ensure that the security and well-being of our students is uncompromised at all times.

The school has 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 procedure.

Planned visitors to Theale Green School

- 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).

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

Please bring with you, on the day you visit, the following:

- An up to date (original) DBS Certificate (where relevant)
- Driving licence and/or passport (proof of photo ID)
- If your visit has been arranged through your employer confirmation that you are employed by them in the form of an email and letter of assurance and company ID

Your details will be saved on our systems.

By providing the above information to us, we will be ensuring our students are safe. Your access will be dependent on the documents provided. Once this is submitted we will confirm whether supervised or unsupervised access is approved.

Lanyards

- All visitors will be required to wear an identification Lanyard, the Lanyard must remain visible throughout your visit.
- All staff are responsible for the safeguarding of students and any visitors that we invite to site. In addition, should any staff member find a visitor without a green visitor lanyard or

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alone but with a red lanyard we must ensure that we escort the visitor back to reception so that the correct signing in procedures and safeguarding checks are followed:

- **We operate a FOUR-colour lanyard system**
 - **BLACK LANYARDS** For all staff/volunteers (including staff from other ALET schools and Trust central staff) who have been recruited through ALET safer recruitment procedures.
 - **PINK LANYARDS** For Safeguarding Leads
 - **GREEN LANYARDS** For any visitor who is on our Single Central Record as an individual or employee of a cleared company. A formal identification check will take place at reception, this must be via suitable photographic Identification; you will then be given unsupervised access where required.

Sixth Form students also wear **DARK GREEN LANYARDS**

- **RED LANYARDS** For any visitor who is not entered on our Single Central Record, 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 will be issued with our Safeguarding Handout, providing information regarding who the Designated Safeguarding Lead is and Safeguarding 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 you. The contact will then be responsible for you while you are on site.
- Where visits are arranged before or after school reception hours, we must meet you in reception.
- On departing the school, visitors should leave via reception and:
 - Sign out.
 - Return the identification badge to the reception or the site supervisor if reception is closed.
- 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.

Governors and regular volunteers

- All Governors and regular volunteers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if you are in regulated activity via the School Office
- All Governors and volunteers should follow the procedures as stated above in the **Planned Visitors** section.
- Regular visitors undertaking regulated work for longer than two weeks will be placed on our Single Central Record

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- New Governors will be made aware of this policy and be familiarised with the procedures as part of your induction. This is the responsibility of the Headteacher
- All volunteers 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
- Volunteers may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) if they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular volunteers must be DBS checked. Again, all parents should follow the procedures as stated above in “Planned Visitors” section.

Contractors

- Contractors should follow the procedures set out in Planned Visitors. Regular Contractors undertaking regulated activity on school premises will be placed on our Single Central Record.

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 reception to sign in. They will be issued with a visitors’ badge.
- 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.

PLEASE NOTE unless you have scheduled a prior appointment, school staff including the Headteacher and members of the Senior Leadership Team will be unable to meet with you, except in exceptional circumstances. Please leave a request with reception staff to arrange an appointment at a mutually convenient time.

Should we need to be aware of any medical conditions please ensure we are made aware on arrival at reception. Upon leaving the school site, please make sure that you hand back your visitor lanyard and sign out with our reception staff.