



THERE ARE DIFFERENT GIFTS BUT THE SAME SPIRIT 1 CORINTHIANS 12:4

EXTERNAL SCHOOL VISITORS

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school, the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time. Permission must be granted by the Headteacher before a visitor is asked to come into 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 school 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 at all times making note of their name, organisation and who they are visiting
- With the exception of registered teachers and visitors from outside agencies who have their own badge/kit, all visitors will be required to wear a visitor badge – the badge must remain visible throughout their visit
- 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:

- They have a current clear enhanced DBS check and a copy of this has been registered on the Schools Central Record AND
- A current clear DBS childrens barred check has been undertaken.

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 in the School Office at all times.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor sticker 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 a visitor sticker.

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 Headteacher informed.

The Headteacher 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 Parent Helpers

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 Chair of Governors. New volunteers coming into school for an activity or class support role will be asked to comply with this policy by the member of staff who organised the visit.

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 DRB checked.

Visitors Departure from School

A member of staff should escort the visitor to the reception. On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Book alongside their arrival entry
- Remove their visitor sticker