



# Allerton Grange School

## School Visitors Policy & Procedures

Designated Lead: HR Director

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## **Appendix 1: Visitors to school flowchart (quick guide)**

## 1. Policy Statement

- 1.1. The Governing Body assures all visitors a warm, friendly and professional welcome to Allerton Grange School.
- 1.2. The School has a legal duty of care for the health, safety, security and wellbeing of all students, staff and visitors. This duty of care incorporates the duty to safeguard all students and staff from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.
- 1.3. 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 procedures. Failure so to do may result in the visitor's escorted departure from the school site.

## 2. Aim

- 2.1. To safeguard all students, staff and visitors during school business hours and out of school hours activities which are arranged by the school.
- 2.2. To have in place a clear protocol and procedure 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.

## 3. Policy Responsibility

- 3.1. The school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:
  - All staff employed by the school.
  - All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists).
  - All Governors of the school.
  - All parents and volunteers.
  - All students.
  - Other Education related personnel (County Advisors, Inspectors).
  - Building and maintenance and all other independent contractors visiting the school premises.
  - Independent contractors who may transport students on minibuses or in taxis.
- 3.2. The HR team are responsible for ensuring that visitors who are undertaking regulated activity, as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006, are appropriately checked. The Office Manager will oversee visitors entering into school on a daily basis.

- 3.3. All staff are responsible for following the guidelines of this policy and key underlying principles. Staff are required to be vigilant and ensure that anybody in school without a visible visitors badge is escorted to reception. Staff must also challenge any visitor with a red lanyard who is moving around the site unaccompanied. All breaches of this procedure must be reported to the HR Director. Any safeguarding concerns must be reported, following the Allerton Grange Child Protection Procedures.

## Protocol and Procedures

### 4. Planning for a visitor

- 4.1. For a single day visit, permission must be sought from your line manager and SLT link. Once approved in principle staff must then inform the Headteacher and Main Office. Permission for regular visits to school must be sought by the HR Director. Advice will be provided with regard to safeguarding requirements and appropriate safeguarding checks.
- 4.2. The responsible member of staff will ensure that the name(s) of the visitor(s) and the reason for their visit is recorded on the whole school calendar, via the Office Manager who will record the visit in the school's weekly bulletin.

### 5. External contributors and volunteer guidelines

- 5.1. Staff must ensure that:
- they are clear about the desired learning outcomes before deciding who is best able to help achieve them;
  - the external contribution is integrated into the school's programme, rather than being an isolated event;
  - the capacity of the department/nominated individual to support, train and monitor the contributor/volunteer;
  - external contributors are competent educators and facilitators;
  - where possible, students are involved in the preparatory and follow-up work;
  - the content is planned/known to ensure that it meets the needs of students and is consistent with school policy, curriculum and ethos;
  - all external contributors are aware of their roles, responsibilities and boundaries i.e. that they work to the professional boundaries of the teacher when taking part in the curriculum;
  - the value of the external contribution is assessed through appropriate feedback and evaluation. This information should be shared and used to inform future work;
  - given that most external contributors will come to the school for a single visit and will not be left in sole charge of pupils, safeguarding checks will not normally be required. An external contributor who has not had clearance to work in school unoccupied must not be left in sole charge of a student(s). If in doubt advice must be sought from HR;
  - in all instances the teacher should be present in the classroom/hall for the whole of each lesson, so that they can maintain responsibility for class discipline and devise follow-up work to reinforce students' learning.

## **6. Visitors to the School**

- 6.1. 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 List - Single Central Record as set out below). They must follow the procedure below.
- 6.2. Once on site, all visitors must report to reception. No visitor is permitted to enter the school via any other entrance under any circumstances.
- 6.3. 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. For security reasons any visitor whose face is covered cannot enter the main building.
- 6.4. All visitors will be asked to sign in on the Visitors Registration sheet in reception stating their name, organisation they are representing, who they are visiting. Reception will generate an identification badge. If the visitor is registered on the Approved Visitor List (Single Central Register), they will be issued a badge with a blue lanyard. This will identify them as able to move around the site unaccompanied. All other visitors will be issued a badge with a red lanyard.
- 6.5. All visitors will be required to wear the identification badge as they enter the building. The badge and lanyard must remain visible throughout their visit.
- 6.6. Reception staff should make all visitors aware of the important information on the back of the visitors badge regarding Child Protection and the Emergency Evacuation meeting point. More detailed information can be found in the Visitor's Handbook and Agency/Trainee/Work Experience/Volunteer information booklet which are available on reception.
- 6.7. Pagers that indicate that the fire alarm has commenced will be offered to deaf or hearing impaired visitors.
- 6.8. 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 Visitors List (Single Central Register) and have been issued with a blue lanyard.
- 6.9. Any visitor to the school site who is wearing a red lanyard but appears to be unsupervised should be challenged politely to identify who they are and who should be supervising them. The visitor should be re-united with the member of staff who is responsible for them and the breach of protocol must be reported to the HR office.

## **7. Large Groups Visiting School**

- 7.1. In the event of a large group visiting the school the policy may need to be adapted.

7.2. Specific exceptions are:

- Students from a local primary school visiting with their teachers. All the adults must sign in at reception and receive a badge. A list of the visiting students should be kept at reception in case of a fire.

## **8. Approved Visitors List (Single Central Register)**

8.1. The School will hold an Approved Visitors List (Single Central Register) with names of visitors who frequently visit the school site to undertake work within the school (including supply staff and Invigilators).

8.2. 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 School's Central Record **AND**
- A current clear DBS children's barred check has been undertaken **AND**
- Visitors on the Approved List **MUST** follow the set procedures on entry to the premises. They will be issued with a badge on a blue lanyard, to indicate their Approved List status. The approved visitor list is kept and maintained by the HR department.

## **9. Visitors Departure from School**

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

- Sign out against their name on the Visitors Registration sheet.
- Hand in the identification badge to reception.

## **10. Unknown/Uninvited Visitors to the School**

10.1. Any visitor to the school site who is not wearing an identity badge should be challenged politely to identify who they are and their business on the school site.

10.2. They should then be required to place their badge in a visible position or escorted to reception.

10.3. The procedures under section 'Visitors to the School' will then apply. In the event that the visitor refuses to comply, they will be asked to leave the site immediately and a member of the Senior Leadership Team (SLT) informed.

10.4. The SLT member will consider the situation and decide if it is necessary to inform the police.

- 10.5. 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.

## **11. Governors, Invigilators and Volunteers**

- 11.1. All governors and volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form (if not already held) via the School office.
- 11.2. The school must check that all governors and volunteer's DBS certification are appropriately checked.
- 11.3. Thereafter, Visitors to School Procedures Section 4 should apply. Please note that Governors should also sign in and out using the Governors Visitor Book as well as the on the Visitor Registration Sheet.
- 11.4. New Governors will be made aware of this policy and familiarised with its procedures as part of their induction. This is the responsibility of the Chair of Governors.
- 11.5. New volunteers will be asked to comply with this policy by the HR team or member of staff they are reporting to when they first enter the school.
- 11.6. Invigilators will be issued with their own badge and will need to sign in and out at the Exams Office.

## **12. Building and Maintenance Contractors**

- 12.1. All visitors to the Site Management Company 'Interserve' must follow the procedure in section 4. Contractors must state Interserve as the person they are visiting when signing in. In addition contractors must sign in and out of the contractor's book on reception.

## **13. Interserve Staff**

- 13.1. Interserve staff do not need to sign in on the Visitors Registration Sheet but must sign in and out in the Interserve Staff signing in book on reception.

## **14. Staff**

- 14.1. Allerton Grange School permanent staff do not need to sign in every day. However, if they leave the premises during the school day, including lunch time, for any reason, they need to sign out on the staff signing in/out sheet kept on reception. Staff must wear their staff badge to identify them at all times when on site.

## **15. Visitors after 4:30pm**

- 15.1. Visitors arriving for meetings after 4.30pm are the responsibility of the member of staff they are meeting. They should follow section 7.2 of this policy.

## **16. Staff Development**

- 16.1. As part of their induction, new staff will be made aware of this policy for External Visitors and asked to ensure compliance with its procedures at all times.
- 16.2. Staff must ensure that they seek advice and guidance from their line manager and HR as required. See appendix 1.

## **17. Linked policies**

- 17.1. This policy and procedures should be read in conjunction with other related school policies, including:
- Safeguarding and Child Protection Policies
  - Health and Safety Policy
  - Fire Evacuation Policy

## **18. Emergency Evacuation Procedure for Visitors**

- 18.1. In the event that the fire alarm should sound, the receptionist will take the Visitors Registration Sheets, along with the staff signing out sheet and student authorised absence pass book, to the fire meeting point. This is the seating area located opposite the back entrance of the building.
- 18.2. The receptionist and the Head's PA will ensure all visitors (excluding Interserve visitors) are accounted for.
- 18.3. Interserve will be responsible for their own visitors as per their own building policy.
- 18.4. Visitors in the building after 4.30pm are the responsibility of the member of staff who has arranged the visit. They must ensure that in the event of a fire they leave the building at the main entrance as detailed in the school fire and evacuation procedures.

## **19. Policy Review**

The policy will be reviewed periodically as required.

## Appendix 1.

# VISITORS TO SCHOOL

Guidelines for staff wishing to have visitors/external work placements/trainees coming into school

Seek approval of Line Manger & SLT link

Consider:

- Nature of Role -
- Workload of the department -
- Ability of department to support this experience – Do you need to seek advice from HR?

Applicant to complete a Volunteer/Work Experience Application Form

Yes

Will the person visiting be in school 4 or more days in a 30 day period?

No

HR Department will send for References

Do they hold a DBS (Police Check) carried out by Leeds City Council or their University?

No

Fresh DBS must be carried out – contact HR Department

On-line DBS process start to finish takes about 1-2 weeks

Yes

HR Department will prepare ID Pass/IT Access etc

Send brief email to advise visitor's name and start/end date to:

- Reception
- Head's PA (BMA) for the calendar

If visit is more than a one off occasion, bring visitor in to HR Department to complete Personal Details Form

Each visit the visitor to sign in at Reception and to be accompanied by a member of staff at all times

Start placement