



# Ribblesdale High School

## Visitors Policy

**SLT Lead: Z Dewhurst (Deputy Headteacher)**

### **Aims:**

This policy is designed to outline the school's procedures regarding visitors to the school grounds. This guidance is intended to help manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher, Senior Leadership Team and the Governing Body.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

The Headteacher and Chair of Governors are responsible for implementing this policy and managing visitors to the school. The day to day arrangements need to be understood by all staff as all staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely.

### **Types of visitor:**

There are a number of different types of legitimate visitors in school.

- Visitors who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as Enrichment, music or sporting activities.

- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors ie parents, parent helpers, school governors.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken.

### **Procedures for ALL visitors:**

Regardless of the reason for the visit, there are procedures that everyone should follow.

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must report to Reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's Safeguarding protocols which are displayed in this area.
- Visitors should refrain from using mobile phones in school and should never use their mobile phone to take images in school.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record with a designated person who is responsible for the maintenance and security of this record.
- If visitors find they are alone with pupils/children they should report to a member of staff or Reception.
- On departing the school, visitors should leave via Reception (escorted by a member of staff wherever possible), sign out of the building, return their visitor badge and be seen to leave the premises. Visitor badges should be returned using the 'drop box' in Reception if needed.
- If a regular visitor to the school does not have DBS clearance (eg ex-pupil carrying out work experience), this will be referred to the Headteacher for approval. If the visitor is allowed onto the premises, it will be made clear to this individual that they must be accompanied by a member of staff at all times and they must not have unsupervised activity with pupils.

### **Unknown, uninvited or malicious visitors to the school:**

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to Reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

### **Contractors for building or maintenance:**

The school will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have a DBS. Contractors should sign in and be issued with a visitors' badge.

### **Trainee teachers:**

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with children they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

### **Governors:**

Governors should follow the same procedures as other visitors when coming in to school. If they are to have unsupervised contact with children they will require the appropriate DBS checks.

### **Ofsted:**

Our policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. However, we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check.

### **Visitor conduct:**

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times. We reserve the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary. In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the Local Authority for the individual in question.

**Monitoring and review:**

This policy will be monitored and reviewed on an annual basis by the Headteacher and Governing Body. Amendments to the policy will be communicated to all members of the school community.

**Date approved: Nov 2020**

**Date next reviewed: Nov 2021**