

KING EDWARD VII SCHOOL POLICY



Visitors Policy

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KING EDWARD VII SCHOOL

VISITORS' POLICY

Introduction

This document is intended to give informative and friendly advice to all those who enter and use King Edward VII School. It is the intention of King Edward VII School that every visitor is treated with courtesy and respect, and made to feel welcome whilst on the premises. The School is responsible for ensuring the security, wellbeing and safeguarding of our students at all times, and is equally responsible for the wellbeing of the whole school community and we take this responsibility seriously.

The policy applies to:

- All teaching and support 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 curriculum related visitors, e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All students
- Education personnel (LA Advisors, Inspectors)
- Building & Maintenance Contractors
- Employees of Interserve and their contractors (Lower School)

Aim

To safeguard all children under the school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the School and to ensure students can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear policy and procedure for the admittance of visitors to the school site which is understood by all staff, students, visitors and parents, and conform to safeguarding guidelines. Awareness of our protocols and procedures will be shared with staff, students, visitors and parents through a variety of means, including; the school website, assemblies, tutorials and staff meetings.

General Overview

King Edward VII School has **regular*** visitors to the school who satisfy all safeguarding and DBS (Disclosure and Barring Service) criteria. Such visitors will be allowed access to the school unaccompanied and access to students as appropriate. The school will keep a list of the names of these regular visitors who have access to our students. The receptionist on each site will refer to this list to authorise admittance to the school site and they will be provided with a Visitor badge for King Edward VII School with a clearly identified **GREEN** lanyard. This badge will be returned to the receptionist when signing out at the end of the visit. If the receptionist has any doubt regarding the authorisation of admitting a visitor they will contact a member of Leadership Team as a priority. The school will be provided with a copy of enhanced DBS clearance for regular visitors which will be recorded with The Single Central Record. The Business Manager will be responsible for regularly reviewing the list of named regular visitors and that the protocols of this policy are consistently actioned.

*Regular is defined as 1 visit per week or more than 4 visits within 30 days for the purposes of this policy.

All other visitors to the school must be authorised and accompanied at all times whilst on school premises and whilst the students are on site. These visitors will wear a Visitor badge with a **RED** lanyard. Authorisation for a visitor to enter the school grounds or buildings is dependent on the nature of their visit. The person responsible for making this decision will be the school receptionist, who if in doubt, will seek further clarification and authorisation from a member of the Leadership Team. All visitors entering the school must be accompanied by a responsible member of staff at all times. The responsible member of staff should be vigilant as regards access to students.

Outside school hours, all students if not under direct supervision of a member of staff, will take responsibility for their own safety and will report to a member of SLT/staff if a concern exists. Guidance will be provided for students through assemblies.

Maintenance contractors who will primarily be engaged to work during term time will be accompanied by the site team at all times and will wear a Visitor badge with a **RED** lanyard unless they satisfy all safeguarding and DBS criteria in which case they will wear a Visitor badge with a **GREEN** lanyard. They must meet with a member of the Buildings Staff (Interserve at Lower School) to complete the necessary safeguarding checks and also supply a copy of their insurance documents prior to commencement of work. All contractors carrying out *emergency* work during term time will be accompanied by site staff at all times unless again they satisfy all safeguarding and DBS criteria.

Visitor Procedures (General Points)

All visitors must report to the main office on each site upon entering the school premises – they should not enter the school via any other entrance.

All visitors, whether parents, curriculum visitors or other professionals should not enter the main part of the building without having first reported to reception.

All visitors, including contractors will be required to wear a King Edward VII School clearly identified visitor badge with a **RED** or **GREEN** lanyard as per the information in the General Overview Section. Badges are to be visible at all times. All visitors will sign to acknowledge reading the visitor information detailed on the reverse of the badge which will outline their responsibilities in meeting our safeguarding procedures.

Any visitor who is not DBS checked must be accompanied at ALL times, anywhere on the school site, by the nominated member of staff. At no point should a visitor be on their own with students, and visitors should only use staff toilets if required.

If the visitor is a regular visitor to the School, if appropriate they should be registered on the Schools Single Central Record and have completed the necessary Safeguarding checks (e.g. Peripatetic Music Teachers).

Regular volunteers to the school will be registered on the Schools Single Central Record and have completed the necessary safeguarding checks as appropriate (See separate King Edward VII School Volunteer Policy).

On departing the school, all visitors should return to the Reception area (visitors wearing a **RED** lanyard must be accompanied) and return their badge to the Receptionist who will deactivate the badge.

Regular visitors should not be given door fobs for Lower School or the door lock codes for Upper School and should be challenged if trying to wedge doors open for their convenience, e.g. workmen wishing to bring equipment into school.

Kitchen deliveries will be delivered directly to the kitchen and deliverers will be supervised by kitchen staff at all times.

All visitors to school shall be welcomed in a cordial confidential, efficient and purposeful manner. Administration/Reception staff should refer to the Unexpected Visitors guidance for additional information.

Visitor Procedures broken down by Category

Visitors Invited to the School (See separate section below for Parents/Carers)

When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors. On arrival, they will be asked to state the purpose of their visit and to confirm their status, and produce identification if requested

All visitors who come to the school to meet with school staff should report to the main Reception on each site. Staff signing in the visitor at reception will record what identification has been seen and by whom and on what date and a visitor badge will then be issued. Visitors who satisfy all safeguarding and DBS criteria will be given a badge with a GREEN lanyard.

If suitable documentation is not available they will, if appropriate, be allowed to access the school, but must be accompanied at all times by a member of staff. Visitors that do **not** satisfy safeguarding and DBS criteria will be given a badge with a RED lanyard.

In both instances the receptionist will then contact the member of staff, who the visitor has arranged to meet. The member of staff or another delegated member of staff will then collect their visitor in person. The member of staff should remain with the visitor at all times when they are in school, on rare occasions this may not be appropriate but should be discussed with a senior member of staff first. The member of staff will then be responsible for their visitor while they are on site.

Any visitor delivering a lesson or assembly must agree the content and tone of that with the member of staff responsible for the visit, prior to the visit taking place. The content and tone must be in line with the ethos of King Edward VII School, be fully compliant with all Equal Opportunities legislation and take into account the age and ability of the students.

On departing the school, all visitors should return to the Reception area (visitors wearing a RED lanyard must be accompanied) and return their badge to the Receptionist who will deactivate the badge.

Parents/Carers bringing students into school

Visiting procedures apply to parents/carers when collecting and/or delivering a student to school. On these occasions a student leaving or returning to school must be signed out or in via the appropriate signing in and out procedures, and will meet/leave their parents/carers in main reception on each site.

On departing the school, all visitors should return to the Reception area (visitors wearing a RED lanyard must be accompanied) and return their badge to the Receptionist who will deactivate the badge.

Parents/Carers Visiting for a Meeting

If parents/carers have a pre-arranged meetings with school staff and other professionals or if they arrive on site requesting to meet with a member of school staff they must abide by all procedures as they will not be known by everyone on site and will therefore be challenged by King Edward VII School staff if they are not known (this is because of our responsibility and duty of care to the students).

Parents and carers must not walk through the building without a badge or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of students and staff alike.

All parents must sign in and collect a visitors badge before entering the school premises at all times no matter how well they think they are known to staff.

On departing the school, all visitors should return to the Reception area (visitors wearing a RED lanyard must be accompanied) and return their badge to the Receptionist who will deactivate the badge.

Parents as volunteers and other volunteers

Parents and other persons who are assisting in school as volunteers will receive a volunteer pass at their induction session. On arrival at school each visit, they must sign in and wear their volunteer badge. There is no requirement to have a visitor pass issued on the dates when they are performing volunteer duties.

On departing the school, all visitors should return to the Reception area (visitors wearing a **RED** lanyard must be accompanied) and return their badge to the Receptionist who will deactivate the badge.

Tutors, parents and others on learner courses

Unless they are a regular visitor as defined in the General Overview Section, each of these visitors must sign in and wear a visitors badge in the same way as all other visitors invited into school. They then must be escorted to their learning environment and must not walk through other areas of the building without prior arrangement.

On departing the school, all visitors should return to the Reception area (visitors wearing a **RED** lanyard must be accompanied) and return their badge to the Receptionist who will deactivate the badge.

Regular authority visitors

E.g. Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists, Social Workers, Complex Special Needs Team etc.

These visitors should be wearing the standard visitor's identification badge with a **RED/GREEN** lanyard as appropriate. They should still follow the King Edward VII School Visitor policy and be compliant with our regulations.

On departing the school, all visitors should return to the Reception area (visitors wearing a **RED** lanyard must be accompanied) and return their badge to the Receptionist who will deactivate the badge.

Workmen/women on site

Lower School:

These visitors fall under the responsibility of Interserve at Lower School and site security is also their responsibility. Workmen will generally ask for the assistance of the Buildings Officer and it is his/her responsibility to ask these visitors to meet our security requirements as staff and students may still be on site due to after school clubs and extended schools projects. They also should sign in with Interserve and provide confirmation of DBS clearance if unaccompanied.

Upper School:

These visitors should report to Reception in the first instance and visitor signing in procedures will be completed by the Receptionist. The Receptionist will then call one of the Buildings staff to collect their visitor from the main foyer. They should be accompanied by the site team at all times and will wear a Visitor badge with a **RED** lanyard unless they satisfy all safeguarding and DBS criteria in which case they will wear a Visitor badge with a **GREEN** lanyard. All contractors carrying out *emergency* work during term time will be accompanied by site staff at all times unless again they satisfy all safeguarding and DBS criteria.

On departing the school, all visitors should return to the Reception area (visitors wearing a **RED** lanyard must be accompanied) and return their badge to the Receptionist who will deactivate the badge.

Exceptions to Visitors requirements

Parents or visitors who have been invited to visit school as part of a scheduled parents evening, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from requirements.

Visitors without badges (known as well as unknown/uninvited) – see separate document for more detail

Any visitor to the school site who is not wearing a King Edward VII School ID or visitor badge should be challenged politely to enquire who they are and their business on the school site.

Students who have a concern regarding any visitor should contact a member of staff as a matter of urgency. They should not approach the 'visitor' independently.

They should then be escorted by a member of staff to reception to have their visit processed according to the procedures outlined above.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately. The Headteacher/Deputy Headteacher should be informed as a matter of urgency.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately by a senior leader and warned that if they fail to leave the school grounds, police assistance will be sought.

The Headteacher/Deputy Headteacher will consider each situation and decide if it is necessary to inform the police of the concerns.

It is the responsibility of ALL employees to verbally and respectfully challenge any individual on the school premises who is not wearing a King Edward VII School Visitors' Pass.

VISITOR INFORMATION

Welcome to King Edward VII School -

The school has many visitors during the course of the day. We have a statutory duty regarding safeguarding of children, and we take this responsibility seriously. We hope you enjoy your visit, and the hospitality shown by staff and students alike.

Please could all visitors therefore:

Park in the designated car parking bays.

On arrival in school, use the main school entrance on each site and report and sign in at reception, showing proof of identity, where appropriate.

Wear a King Edward VII School visitors' badge and sign to acknowledge reading the visitor information on the reverse of the badge.

Wait in the foyer until collected by the relevant member of staff.

Ensure that at all points during the day, you are accompanied as appropriate by the member of staff who has invited you in (or their delegate).

Use only the staff cloakrooms in each building when needed.

Sign out at reception on leaving the school, returning the visitors' badge.

Should there be a fire evacuation; the member of staff you are with will accompany you out of the building and to the visitor assembly point on each site .