

Visitor's Policy and Procedure



Leytonstone School

Signed by Chair of Governors: Alan Jeffery (Acting Chair)

Date Ratified by Governors: 12/1/16

Date to be Reviewed by Governors: July 2016

Leytonstone School

Visitors Policy and Procedure

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Leytonstone School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils 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.

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 to do so may result in the visitor(s) being escorted from the school site.

Policy Responsibility

The Deputy Head teacher – Designated Safeguarding Lead (DSL)/School Business Manager are responsible for implementation, coordination and review of this policy.

They will also be responsible for liaising with the school's site manager and Child Protection Officer as appropriate.

All breaches of this procedure must be reported to the Deputy Head Teacher DSL/School Business Manager.

Aim

To safeguard all children both during school hours and extra-curricular activities which are arranged by the school.

The ultimate aim is to ensure that students at Leytonstone School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school that is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils 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 pupils
- Other Education related personnel (Local Authority Advisors, Inspectors)

- Building, maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school will be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- All visitors must report to reception first and receptionist to contact relevant person.
- No visitor is permitted to enter the school via any other entrance under any circumstances.
- All visitors should be ready to produce formal identification upon request.
- All visitors must sign the Visitors Log Book which is kept in reception at all times, making note of their name, organisation, who they are visiting and visitor badge number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. A green lanyard will be given to visitors who have produced a current DBS certificate and a red lanyard will be given to all other visitors.

Visitors with red lanyards must be accompanied around the school.

- Visitors with the red lanyards must be collected by the member of staff they are meeting and escorted back to reception once their meeting concludes.
- 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 (Green Lanyard).
- School Governors will be required to wear an orange lanyard when on school premises.

Approved Visitor List

Leytonstone School holds an “approved visitors” list for people who frequently visit the school site to undertake work within the school (including contractors and supply staff). To qualify for this list the person must have demonstrated that:

- They have a current clear enhanced DBS check and has been authenticated by reception staff (A current DBS is defined as no more than 3 years old)
- Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors’ book).
- A copy of the approved visitor list must be kept in reception at all times.

Visitors Departure from School

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

- Be escorted by the member of staff they are visiting
- Enter their departure time in the Visitors Log Book

Unknown/Uninvited 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 on the school site.

This is the responsibility of every member of staff as part of the school safeguarding policy. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge.

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 Head teacher and Deputy Head teacher should be informed promptly.

The Head teacher or Deputy head teacher will consider the situation and decide if it is necessary to inform the police.

Staff Responsibility

- If a member of staff is leaving the building and a visitor is entering the school site the staff member must not allow them access to the building and must direct them to reception.
- If staff have arranged for pupils or visitors to see them after reception is closed at 4:15pm, they must ensure they are in the reception area to collect their visitors and must escort them off the premises when they are ready to leave.
- All staff must ensure that any pupils that are working in their departments are off site by 17:30 unless approved.

Volunteers

Volunteers in school often have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff, when seeking help or support.

This means all volunteers will have undertaken enhanced DBS checks complying with Leytonstone School safeguarding policy.

If a volunteer becomes a paid employee, then their right to work in the UK should be assessed.

A new Enhanced DBS will be applied for to reflect their change to an employee.

If a department wishes to take on a volunteer they must complete a volunteer request form prior to the person commencing work at the school.

These Forms are issued and kept with Tracey Palmer.

Volunteers cannot come and work in the school until this has been authorised by the Head teacher.

All volunteers must comply with DBS procedures, completing a DBS disclosure form (if not already held) via the HR Manager before commencing work with the school.

Volunteers must produce ID to confirm their identity and must give the name of two referees whom the school can obtain references from.

The School must check all volunteers DBS certification is current (i.e. less than 3 years old). Volunteers will be given staff access cards and will undergo safeguarding training as part of their induction.

Procedure

Email request to be sent to HR Manager who will make contact with the Head of Department/SLT Line Manager for that Department.

SLT Line Manager/ HR Manager to take request to Head teacher for the initial approval.

Once this has taken place the HOD will need to complete the attached Volunteer Request form.

Contact will be made by the HR Manager and an enhanced DBS check will be undertaken on the volunteering being on a regular basis.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

If the procedures above are not followed by staff then disciplinary procedures may be taken.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Health and Safety
- Safeguarding

Policy Review

The policy will be reviewed in ...July 2016

I have read this policy and understood my responsibilities in regards to visitors and volunteer workers at Leytonstone School.

Signed _____

Date _____