VISITOR TO SCHOOL POLICY

Named staff with specific Safeguarding Responsibilities

Miss Dickson
Headteacher

Mrs Smith
DSL

Mrs Iram
DSL

Mrs Way
DSL

Mrs Hamblin
DSL

Linked policies.

This guide should be read in conjunction with:

Safeguarding Leaflet for Volunteers and Visitors
Whole School Policy for Safeguarding Children

The policies can be requested from the school and found on our school website www.meadowfarm.derby.sch.uk

Introduction

Whatever your reason for spending time with us, we hope that you will be made to feel welcome and that your needs will be properly met.

As a school we are committed to safeguarding and meeting the needs of children.

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.

Aim and 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 procedure 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 a school day including after school e.g. sports coaches
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel
- Building and Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

- All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless named on the approved

visitors/contractors list, see below). They must follow the procedure detailed below.

- Once on site, all visitors must report to reception first.
- 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 electronic Visitors Record making note if they are a visitor/contractor/governor/volunteer, their name and if they have an appointment.
- All visitors are required to wear an identification badge. This must remain visible throughout the visit.

- Visitors will then be escorted to their point of contact OR their point of contact will receive the visitor. The contact is responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless registered on the Approved Visitor List (see below).

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. To qualify for this list the visitor must have:

1. **Produced formal identification**

2. **An assurance from the employer/organisation MUST be received in writing or from a work email in advance of the first visit confirming:**

- Verification of the person and their position.
- They have a current clear enhanced DBS check and children's barred which is kept up-to-date on an ongoing basis.
- A safeguarding induction is carried out before volunteers can start.
- Confirmation signed declaration in line with Childcare Disqualification Regulations 2009 are completed for new persons and reviewed on an ongoing basis.
- The letter and identification is then registered on the School's Central Record. Visitors on the Approved List MUST follow the same procedures on entry to the premises as detailed above. A copy of the approved visitor list is kept by the School Office Manager.

Visitors Departure from School

On departing the school, visitors MUST:

- Be escorted to reception by the contact.
- Sign out using the electronic Visitor Record

Unknown/Uninvited Visitors

- 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.

- They should be escorted to reception to sign the electronic visitors record and issued with an identity badge.
- The procedures under "Visitors to the School" above will then apply. In the unlikely event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.
- The SLT member will consider the circumstances 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, the police will be called, staff should seek a member of the senior team.

Policy prepared by: Miss B Dickon, Designated Safeguarding Lead.

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