

Visitors' Policy

Status:	Live
Policy Owner (Position)	Deputy Headteacher
Statutory / Recommended	Recommended
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Advisory Group	
Linked Documents	Visitors' Pack

In this policy we explain how we welcome visitors to the school but expect all visitors to comply with the school policies and procedures, in particular DBS checks, security requirements and Health and Safety requirements.

SCHOOL VISION AND VALUES

Our vision and values stem from our motto, **'Believe, Achieve, Succeed'**, which is designed to shape our attitudes and actions in every situation, for every member of our school community. Our focus is on collectively shaping positive futures for our students, staff and our families, to create contributors to society, locally and globally.

INTRODUCTION

Cottingham High School welcomes visitors to the school but expects all visitors to comply with the school policies and procedures, in particular DBS checks, security requirements and Health and Safety requirements.

In accepting visitors into the school, the school also has a legitimate interest in the following:

- Avoiding disruption to the educational process.
- Protecting the safety of students and staff.
- Protecting the school's facilities and equipment from theft, misuse or vandalism.

AUTHORISATION

Individuals who would like to visit the school but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 01482 847498.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office.

We recommend that all visitors make appointments prior to visiting the school. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are available and are happy to do so. This is not guaranteed. Staff are required to be fulfil safeguarding duties and these will take priority. Visitors will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

All staff will not be available when they are duty.

Meetings with staff shall take place outside of the school day unless there is an exceptional circumstance.

Visitors can provide some information for their visit if they are unable to meet with a member of staff. This will be communicated to the relevant colleague

Parents are discouraged from visiting the school during school hours unless for a pre-arranged appointment, school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in this section.

SAFEGUARDING

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

To establish whether an individual is engaging in regulated activity with children, you have to take into consideration two factors.

1. The role – Unsupervised teaching, training, instruction, care or supervision of children.
2. The setting – If they are not performing one of the roles above, they may be carrying out an ancillary role within a specified setting. This includes positions such as a Cleaner in a School or Admin staff in a Nursery. Other specified settings include Children's Detention Centres, Children's Homes and Childcare Premises.

If they meet the criteria above, they will be eligible for an enhanced DBS check with a Child's barred list check if they:

- Are performing this role more than 3 times in a 30-day period
- Could have contact with children within the establishment
- Work there for the purpose of the establishment
- Are not employed on a temporary basis
- Are not in a supervised volunteer role

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

Visitors who are in school for more than 24 hours e.g. longer-term contractors will require safeguard training from the DSL or DDSL.

VISITING PROCEDURES

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:

- Name
- Purpose of visit
- Name of pupil the visit pertains to/staff member who arranged the visit
- Expected length of visit
- Sign-in using the visitors' inventory
- Always wear a lanyard while on school property
- Sign-out using the visitors' INVENTORY upon departure
- Return Lanyard to the school office before departure

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

UNIDENTIFIED INDIVIDUALS

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed lanyard.

Any such visitors will be accompanied to the school office where they can sign-in.

If a visitor cannot be identified, the headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

If a visitor wants to collect a student and is not on the system, the student will not be allowed to leave until permission has been sought from the names person with parental responsibility. Parents and guardians should be informed straight away.

VISITOR CONDUCT

Visitors to the school will be required to act in accordance with the school's high expectations.

The school reserves 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 Trust / LA for the individual in question.

GENERAL PROCEDURES

- A visitor is defined as any person seeking to enter the school building who is not an employee of the school, or a student enrolled at the school.
- All visitors to the school must report to Reception in main school and be signed-in in the Inventory system. Once they have been signed in they should be issued with a visitor's badge on a blue or red lanyard.

All staff should always wear lanyards.	
PLEASE CHALLENGE ALL ADULTS AND SIXTH FORM STUDENTS WHO ARE NOT WEARING LANYARDS.	
EVEN IF YOU KNOW WHO THEY ARE, THEY SHOULD BE WEARING A LANYARD.	
ANY ADULT OR SIXTH FORM NOT WEARING A LANYARD SHOULD BE ESCORTED TO THE MAIN RECEPTION.	
PURPLE	DBS checked Consortium Trust Staff
BLUE	DBS checked external staff
RED	Should always be accompanied by a member of staff
ORANGE	6th Form students

Red Lanyard – issued to parents or those visitors who have no proof of identification of working with students. Anyone with a Red Lanyard must, always, be escorted around the school and must be supervised by school staff at all times.

Blue Lanyards – issued to visitors if they have a valid DBS, which has been shown to the school along with photographic ID.

- Staff should inform the reception staff of any expected visitors so that they can be directed to the appropriate person.
- Contractors must be signed-in before being introduced to the Caretaker or Site Manager who will provide relevant access to the site as required. Contractors should always be working under the supervision of site staff.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.

- Any visitor should not be left with students unaccompanied by a member of staff unless DBS checks are in place (a parent talking to their own child is acceptable). This is to comply with safeguarding and child protection issues.
- All visitors should be made aware of emergency procedures by the member of staff supervising the visit.
- If any visitor is to be regularly working with students in school and does not already hold a valid DBS clearance then they must go through the DBS procedure and the school must hold a copy of their DBS clearance. The Head's PA and the Deputy Headteacher must be advised by staff of any visitors who are likely to be visiting the site on a regular basis so that appropriate DBS checks/monitoring can be organised/obtained.
- Any visitors who are on site who are not recognised, or who are not wearing a lanyard, should be politely challenged by staff and asked as to why they are on site. Any issues should be reported to Reception for appropriate action.
- Students are encouraged to report immediately any visitor seen on site who is not "badged" or behaving suspiciously.
- Students are advised not to make arrangements to meet anyone on the school site.
- All visitors should sign-out at Reception and return their visitor's badge.
- The Headteacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the running of the school. Any such individual can be directed to leave the school premises and the Police will be called if necessary.

Any visitor's aggressive behaviour directed towards staff will not be tolerated by Cottingham High School.

OUTSIDE AGENCIES PROCESS TO VISIT STUDENTS

Agencies who wish to visit children in school should arrange the visit with the DSL, through email or phone call.

The DSL will then book a room and arrange for the child to meet with the agency worker in the reception.

The DSL will give the reception a list on a daily basis of agencies visitor and who they will be seeing during

the day.

List of agencies visitors

- CAMHS
- Police
- Children's Services

- CIN workers
- Youth Workers
- YOT workers
- IDAS workers
- Lifeline
- Others

All agency workers should have proof of identification and be allocated with a blue lanyard.

Where necessary the DSL will act as the appropriate adult if the student is to be interviewed by the police.

Agency workers are asked if they have regular visit to a student that they vary the time and day, so the student is not missing the same lesson every week