



Mount Tamar
Aspire – Adventure – Achieve

Mount Tamar School
Visitor Policy and Procedure

Version Control

Document Name	Meeting Submitted	Summary of Changes	Date for next Review
Visitor Policy and Procedure V1.0	SLT April 20	Re-written	Bi-annual Autumn Term 2022

Mount Tamar School

Visitor Policy and Procedure

1. Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Mount Tamar 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 the Senior Leadership Team (SLT) 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 escorted departure from the school site.

2. Policy Responsibility

The Headteacher is the member of staff with overall responsibility for implementation, coordination and review of this policy and procedures. This person will also be responsible for liaising with site and reception staff, and the Designated Safeguarding Lead on all aspects of the policy and procedures as appropriate. All breaches of this policy and the procedures must be reported to the Headteacher.

The Headteacher has delegated the day to day operation of the policy and procedures to the HR Manager, however, all staff have a duty within the policy and procedures to ensure that they are adhered to at all times.

3. Policy Aims

To safeguard all pupil's under this school's responsibility both during the school day and whilst engaged in after school (i.e. on-site) or out of school (i.e. off-site) activities arranged by the school.

4. Policy 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, parents/carers and pupils, and conforms to child protection and safeguarding guidelines.

5. Where and to whom the Policy and Procedures apply

The school is deemed to have control and responsibility for its pupils anywhere on the main school site (i.e. within the school boundary fence) and its satellite bases, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy and procedures apply to:

- All staff employed at the school
- All external visitors entering the main school site and its satellite bases during the school day or for any after school activities (including peripetetic teachers, sports coaches etc.)
- All supply agency staff working at the main school site or its satellite bases
- All Governors of the school
- All parents/carers, volunteers and University students
- All pupils
- Other education related personnel (e.g. Educational Psychologists, LA Support Officers etc.)
- Building and maintenance, and all other independent contractors visiting the school premises
- Independent contractors who may transport pupils on minibuses or in taxis

6.Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit. Visitors are required to follow the procedures outlined below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school site via any other entrance under any circumstances
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification on request.
- All visitors are required to sign in using the official signing in register. This notes their name, organisation (where relevant), who they are visiting, car registration (where relevant), time of entry and departure
- All visitors are required to wear an identification badge. It must remain visible throughout their visit
- All visitors will be asked to read a short safeguarding card and made aware of the name of the DSL
- Visitors will then be escorted to their point of contact or their contact will be asked to come to reception to receive the visitor. The contact will then be responsible for their visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they have permission to do so from the holder of the Single Central Record (i.e. the HR Manager) who has an approved visitor list.

7. Visiting Speakers

If a speaker or presenter is unknown to the school, prior to the visit an internet search will be carried out under the Prevent duty to ensure (as far as is reasonable possible) that they do not promote radical or extremist views. All speakers when speaking will have a member of staff in the room to monitor the talk.

8. 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 (including contractors and supply agency staff). To qualify for this list the visitor must have demonstrated, prior to the visit, that they have:

- A current enhanced DBS Certificate and a copy has been registered as suitable on the school's Single Central Record; and
- A DBS Children's Barred List check has been undertaken as part of the enhanced DBS check described above. Details of the barred list check will also be recorded on the school's Single Central Record

All visitors on the approved list must follow the same procedures on entry to the premises (i.e. attend reception first and sign in).

A copy of the approved visitor list will be held by the HR Manager with the Single Central Record.

9. Visitors Departure from the School

On departing the school, visitors must leave via reception, enter their departure time in the visitor register alongside their arrival entry and return their ID badge.

It is a requirement that a member of staff will escort the visitor to reception at the end of their visit.

10. 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.

If the challenge results in a plausible explanation, the visitor will be escorted to reception to formally sign in and be issued with a visitor badge. The procedures under 'Visitors to the School' above will then apply.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately and a member of SLT informed. The SLT member will consider the situation 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 school site immediately and warned that if they fail to do so, Police assistance will be called for. The Headteacher and SLT must be informed of the situation as a matter of urgency.

11.Governors and Volunteers

All governors and volunteers will be required to complete an enhanced DBS Disclosure Application (to include a Children's Barred List check). They will not be allowed to attend the school site until the outcome of the disclosure check has been confirmed and they are deemed suitable to work with or around children and young people. The DBS disclosure number and date of disclosure will be input to the school Single Central Record.

Governors and volunteers will follow the same procedures as other visitors to the school and sign in and out using the Visitors Register.

New governors will be made aware of this policy and procedures as part of their induction. It will be the responsibility of the Clerk to Governors, the Headteacher and Chair of Governors to ensure this happens.

New volunteers will be asked to comply with this policy and procedures by the HR Manager when they first attend school and as part of their formal induction.

12.Staff Development

As part of their induction, new staff will be made aware of this policy and procedures and asked to ensure compliance at all times.

13.Linked Policies

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

- Child Protection and Safeguarding Policy
- Health & Safety Policy
- Fire and Emergency Evacuation Policy and Procedure

14.Review of the Policy

The policy will be reviewed on a bi-annual basis.

