



Linden Lodge School

Provider of specialist education since 1903

Title:	Visitor Policy		
Type:	POLICY		
Review Cycle Frequency:	1 year		
Lead Staff:	Co-Headteachers		
Support:	Deputy Headteacher		
VERSION CONTROL:			
Version No	New document or reasons for revision	Agreed by	Date
1	Migration to new document version control system	Office	April 2021
2	Policy Update		Summer 2021
3	Policy Update		Summer 2022
4	Policy update		Autumn 2023
5	Policy update		Autumn 2024
LINKED INTERNAL DOCUMENTS:			
<ul style="list-style-type: none">• Child Protection and Safeguarding Policy• Healthy and Safety Policy• GDPR			
LINKED EXTERNAL DOCUMENTS:			
<ul style="list-style-type: none">• Keeping Children Safe in Education (latest version)			

Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact Co-Headteachers@lindenlodge.org.uk

Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our school's commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

Visitors Policy Aim

To safeguard all the children during the school day and evening whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure that our children 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 which is understood by all staff, governors, visitors and parents/carers and conforms to the school's safeguarding & child protection guidelines as set by the DfE, preventing unsuitable people from working with children and young persons in the education service.

Context

The school is deemed to have control and responsibility for its students anywhere on the school site, during normal school & residential hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All teaching and non- teaching 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. educational visitors delivering workshops/presentations and ex staff members and students.
- All Governors and Trustees of the school
- All parents
- Building & maintenance contractors
- Volunteers
- Agency workers

External Visitors to Linden Lodge School

Staff are required to be familiar with the school's Safeguarding & Child Protection Policy in relation to: preventing unsuitable people from working with children and young persons in the education service. This policy applies to all visitors invited to the school by a member of staff.

Protocol and Procedures Visitors Invited to the School

Before a visitor is invited to the school the relevant senior member of staff should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the manager before a visitor is asked to come into school.

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 as set out below:

The school has electronic gate entry. Please press buzzer and you will be connected to Reception or staff member on call who will allow entry once you have given your name and reason for your visit

All visitors must then report to reception first and must not enter school via any other entrance, unless it is during out of hours and then only with an identified member of staff who will meet the visitors.

At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification

All visitors will be formally signed in via the school's electronic Inventory system and will be requested to accept the school safeguarding and fire procedures. All visitors will have a digital photo taken which will appear on their visitor badge, which they are required to wear for the duration of their visit.

Visitors must be accompanied at all times and collected from reception by their point of contact who will then be responsible for them for the duration of their visit.

In the event of the Inventory system not working visitors will be given a badge and will be asked to sign a paper register at reception.

Visitors Departure from School on departing the school,

Visitors MUST leave via reception, accompanied and:

- Enter their departure time in the inventory system alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception (ensuring the visitor does not re-enter the school site, potentially breaching security).
- On departing during school hours, visitors must leave via reception and sign out.

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.

They should then be escorted to reception to be signed in and be issued with an identity badge. The procedures for invited visitors then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher informed promptly.

The Headteacher or Designated Safeguarding Lead 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 site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Ex-students and Ex-members of Staff

Ex-students and ex-members of staff may request or arrive at the school for a visit. This request must be approved by one of the Co-Headteachers and they must be signed in and be fully supervised at all times.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed by the Senior Leadership Team.

Visits outside of normal school working hours

Most visitors to the school outside of school normal working hours are either visiting Richley House residential provision or are attending meetings. All visitors to Richley House must sign in and out using the inventory system in the reception area of Richley House.

Visitors attending meetings when reception is closed must sign a register which must be organised by the member of staff who has arranged/organised the meeting.

Specific guidance for members of staff organising external visitors

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

Prior to the visit, discuss with the visitor how their session will:

- Add value to the students' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and is in line with school policies. (This is particularly important in Health areas e.g. Sex & Relationships Education).
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age and population appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all students.
- This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines.
- Staff must ensure such visitors are aware of school's core policies such as Safeguarding & Child Protection and provide access to any further relevant documentation e.g. SRE policy, Drugs/ Substance misuse policy, risk assessments.

- All staff must inform the relevant people of the intended presence and remit of visitor: e.g. Co-Headteachers and reception staff.
- Be organised, e.g. meet and greet arrangements and classroom/assembly lay out, and ensure the relevant staff member/s (i.e. class teacher) is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the students are given time to reflect on what they have learned.
- The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and where applicable fees paid.

Staff CPD

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