

Visitors Policy 2020

Date of policy: Updated September 2020

Developed by: Head of Residential Care

**Presented to Safeguarding and Clinical
Governance Governors:**

Date of next review: September 2021



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 (see www.teachernet.gov.uk): preventing unsuitable people from working with children and young persons in the education service.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils 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. junk orchestra, educational visitors delivering presentations.
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel
- Building & Maintenance Contractors

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

- a) 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.
- b) 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 – do not enter school via any other entrance, unless it is during out of hours and then an identified member of staff 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 fire procedures and have a digital photo taken which will appear on the visitors badge



- All visitors must wear an identification badge
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

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

On departing during school hours, visitors must leave via reception and sign out.

Unknown/Uninvited Visitors to the School

- a) 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.
- b) 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.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or Senior Manager) informed promptly.
- d) The Principal or Senior Manager will consider the situation and decide if it is necessary to inform the police.
- e) 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.

Dissemination

This policy is publicised to all in the school community through:

- School Website

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

Out 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 visitor's book 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.

The senior member of staff on call during the week must be notified by the host of any visitors on site after hours.