WICKERSLEY
SCHOOL & SPORTS COLLEGE
POLICIES

Visitors in School Policy

Wickersley Partnership Trust: Visitors in school's policy

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all students and staff both during and outside of school hours when they are on our school site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objectives of this policy is 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 child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our students anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This 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 etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

Staff will inform reception of any visitors expected during the school day.

- Formal visitors representing other Multi-Academy Trusts, the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main entrance gate and report to reception
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign in using the sign-in system in the reception area,
- All visitors are required to wear an identification badge throughout their visit.

- Visitors are 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

On departing, visitors leave via the reception and:

- Sign out
- Return their identification badge to reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site. They should then be escorted to the reception to sign in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately and an ER call is made if necessary. The Head teacher/Deputy Head teacher (or Senior Leader if neither is available) 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.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Head teacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Regular visitors and governors will be asked to sign a confidentiality agreement.

Induction of new staff

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