



# Langley First School School Visitor Policy

## Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Langley First 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 senior staff 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) being escorted from the school site.

## Policy Responsibility

The Headteacher – Designated Safeguarding Lead (DSL)/School Business Manager are responsible for implementation, coordination and review of this policy. They will also be responsible for liaising with the school's site manager. All breaches of this procedure must be reported to the Headteacher DSL/School Business Manager.

## Aim

To safeguard all children both during school hours and extra-curricular activities which are arranged by the school.

## 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 and parents and conforms to child protection and safeguarding guidelines.

## Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence) during

normal school hours, during after school activities and on school organised (and supervised) off-site activities.

**The policy applies to:**

- All 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. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Local Authority Advisors, Inspectors)
- Building, maintenance and all other independent contractors visiting the school premises

**Protocol and Procedures**

**Visitors to the School**

All visitors to the school will be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- All visitors must report to reception first and receptionist to contact relevant person
- No visitor is permitted to enter the school via any other entrance under any circumstances
- All visitors should be ready to produce formal identification upon request
- All visitors must read the school's visitor's protocol and sign the visitor's book agreeing to comply with the statements
- All visitors must sign the Visitors Log Book which is kept in reception at all times, making note of their name, organisation, who they are visiting and visitor badge number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- A red visitor lanyard will be given to those who have produced a current DBS certificate
- A yellow lanyard will be given to all other visitors.
- Visitors with yellow lanyards must be accompanied around the school; must be collected by the member of staff they are meeting and escorted back to reception once their meeting concludes. The contact will be responsible for them while they are on site.
- School Governors will be required to wear an orange lanyard when on school premises.
- Any adult in school without an ID lanyard should be challenged

- Visitors to school will be given an induction pack relevant to their role with the relevant safeguarding information.

### Approved Visitor List

Langley First School holds an “approved visitors” list for people who frequently visit the school site to undertake work within the school (including contractors and supply staff). To qualify for this list the person must have demonstrated that:

- They have a current clear enhanced DBS check and has been authenticated by reception staff (A current DBS is defined as no more than 3 years old)
- Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors’ book).
- A copy of the approved visitor list must be kept in reception at all times.

### Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- Be escorted by the member of staff they are visiting
- Enter their departure time in the Visitors Log Book
- Return ID lanyard

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### 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. This is the responsibility of every member of staff as part of the school safeguarding policy. They should then be escorted to reception to sign the visitors’ book and be issued with an identity badge.

The procedures under “Visitors to the School” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly. The Headteacher will consider the situation and decide if it is necessary to inform the police.

### Staff Responsibility

- If a member of staff is leaving the building and a visitor is entering the school site the staff member must not allow them access to the building and must direct them to reception.
- If staff have arranged for pupils or visitors to see them after reception is closed (4pm Mon - Wed and 3.45pm Thurs/Fri), they must ensure they are in the reception area to collect their visitors and must escort them off the premises when they are ready to leave.

### Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times. If the procedures above are not followed by staff then disciplinary procedures may be taken.

### Linked policies

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

Health and Safety

Safeguarding

Staff handbook

Induction policy

The policy will be reviewed in September 2019

Signed \_\_\_\_\_(Chair of Staffing Committee)

Date \_\_\_\_\_