



**Oak Tree  
School**

# Visitors Policy and Procedures

<b>Policy Number</b>	<b>ACE ED 17 (Version 5)</b>
<b>Review Date</b>	<b>June 2018</b>
<b>Owner</b>	<b>Headteacher</b>

**ACORN**  
Better days, Better lives

## Document History

<b>Version</b>	<b>Comments/amendments</b>	<b>Name</b>	<b>Date</b>
1.0	2014 Issue	Mike Deacy	February 2014
2.0	2014 Issue	Mike Deacy	October 2014
3.0	2015 issue	Mike Deacy	May 2015
4.0	2016 Issue	Laura Hearl	June 2016
5.0	2017 Issue	Mike Deacy	April 2017

## Policy Statement

Oak Tree School assures all visitors a warm, friendly and professional welcome 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 proprietorial body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the SLT 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.

## Policy Responsibility

The school secretary is the member of staff responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to the school secretary.

## Aim

To safeguard all children under this school’s responsibility both during school hours and out of school hours 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 which is understood by all staff, 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 and supply staff
- 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 members of the proprietorial body of the school
- All parents and volunteers
- All pupils

- Other Education related personnel (County Advisors , Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

## **Protocol and Procedures for Visitors to the School (Prevent aware)**

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance> ) requires schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The School's responsibility to our pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British values.

The School is required to undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant.

Visiting speakers will be expected to understand that where appropriate their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the School may request a copy of the Visiting Speaker's presentation and/or footage in advance of the session being provided.

Visiting Speakers should understand that whilst on the School site, they must be supervised by a School employee.

On attending the School, Visiting Speakers will be required to show original current identification document including a photograph such as a passport or photo card driving licence. The School shall also keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

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

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school 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 upon request
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit
- 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

## 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 staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND
- A current clear DBS children's barred check has been undertaken AND
- Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book). A copy of the approved visitor list will be kept behind reception at all times

## Visitors Departure from School

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

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception

## 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 sign the visitor's 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 a member of the 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 site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

## Volunteers

All volunteer helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and 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.

## 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.

## Linked policies

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

- Safeguarding Policy
- Health and Safety Policy
- Fire Policy

## Visiting Speakers List

This list is to be completed whenever a visiting speaker comes to talk to our children and young people at Oak Tree School. We are fully aware that when political issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils.

Below is a list of speakers who have attended Oak Tree School, the name of their organisation they are representing and the reasons for their attendance.

Name Of Visitor	Name Of Organisation Represented	Reason For Visit