



# Abbot Beyne School

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| <b>Policy:</b>               | External Visitors            |
| <b>Person Responsible:</b>   | Mr J P Tickle                |
| <b>Governors' Committee:</b> | Policy and Finance Committee |
| <b>Date Adopted:</b>         | May 2016                     |
| <b>Revised Date:</b>         | Autumn 2024                  |
| <b>Next Review Date:</b>     | Autumn 2025                  |
| <b>Signature:</b>            |                              |
| <b>Staff Accepted:</b>       |                              |

# External Visitors Policy

## Introduction

Visitors are welcome to Abbot Beyne School and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its students is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

## Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

## Aim

To safeguard all of the students under our responsibility when at school and on arranged activities under our direction out of school and after school. The aim is to ensure Abbot Beyne School students are able to learn and enjoy these 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 and conforms to safeguarding children guidelines as set by the DFE.

## Where and to whom the policy applies

The school is deemed to have control and responsibility for its students anywhere on the school site, during normal school 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, etc.)
- All governors of the school
- All parents
- All students
- Education personnel (Local Authority Advisors, Inspectors)
- Building & Maintenance Contractors

## External Visitors to Abbot Beyne School

Staff are required to be familiar with DFE statutory guidance on Keeping Children Safe in Education [Keeping children safe in education - GOV.UK](#) 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

Before any visitor is invited to the school, the Headteacher should be informed using the visitor risk assessment form (**Appendix 2**), 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 Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre visit checks required.

Visitor Risk Assessment Forms are not required for

- Parents visiting staff
- Contractors undertaking planned or emergency work; such visits are covered by individual risk assessments and overseen by the School Business Manager.

Please refer to **Appendix 1** for guidelines

When inviting visitors to the school they should be asked to bring formal identification (as requested by the Headteacher in the Risk Assessment) with them at the time of their visit and be informed of the procedure for visitors as set out below

- All visitors must report to Main Reception first – they must not enter the school via any other entrance.
- At the Main 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 asked to sign in using the signing in system based in the reception
- All visitors will be required to wear an identification badge and read the information about emergency evacuation procedures and protocol contained on the signing in slips.
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.
- In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the visitor assembly point.

On departing the school, visitors should leave via Main Reception and:

- Enter their departure time
- Return the School lanyard and identification badge to reception
- The point of contact should escort the visitor to the car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

All visitors from external agencies must comply with this policy

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 in and be issued with an identity badge.

In the event that the visitor refuses to comply, the Headteacher, Deputy Headteacher or a member of SLT should be informed promptly and the visitor will then be asked to leave the site immediately. The Headteacher, Deputy Headteacher or a member of SLT will 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. The Headteacher, Deputy Headteacher or a member of SLT will decide what further action to take that may include seeking legal advice or police contact.

## **Governors**

All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school, (if not already held).

The School must check all Governors' DBS certifications are current at the beginning of the academic school year. Please note that Governors should sign in and out using the signing in system and wear the school lanyards issued to them.

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

## **Staff Development**

As part of their induction, new staff will be made aware of this policy and asked to ensure compliance with its procedures at all times. If required the Assistant Headteacher responsible for Staff CPD, will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others.

## **Linked policies**

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

- Safeguarding Policy
- Health and Safety Policy

## **Dissemination**

This policy is published to all in the school community.

## **Monitoring and Evaluation**

The suitability and impact of all visitors invited into school to work with the students will be assessed at the end of each visit and a decision made as to further involvement.

## Appendix 1

### Guidelines to Staff for External Visitors

Before any visitor is invited to the school, the Headteacher should be informed using the Visitor Risk Assessment Form (example attached), 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 Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre-visit checks required.

### Process to follow when arranging a visit to school

- Staff arranging the visit to complete a Visitor Risk Assessment Form at least one week before the proposed visit and pass to the Headteacher
- Headteacher will assess risk and decide requirements
- Copy of completed Visitor Risk Assessment Form outlining requirements to be returned to member of staff and copy to Reception
- Please note if you wish your visitor to have unsupervised access to the school site they must have an Enhanced DBS and/or Barred List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS/CRB was issued. This information will be held by the Bursar
- Certain organisations have confirmed in writing that appropriate checks have been carried out on all of their employees both existing and new and this information will be kept by the Bursar and at Main Reception as a record of organisations whose employees are allowed unsupervised access to the school site
- All visitors should bring some form of photographic identification
- Member of staff arranging visits to ask visitors to sign in at Main Reception and obtain an identity badge.
- All visitors must sign out at Reception at the end of their visit and return their identification badge.

**The following category of visitors do NOT require a Visitor Risk Assessment form to be completed, but the steps detailed below must be followed:**

#### Parents Meeting Staff

- Sign in at Main Reception and given an identity badge
- Collected and supervised by a member of staff
- Returned to Reception by member of staff to sign out and return the identity badge

#### Contractors undertaking planned or emergency work

- Sign in at Main Reception and given an identity badge
- Collected by the Site Officer or a member of the premises staff
- Please remember it is **everyone's responsibility** to challenge unknown personnel around the school.
- Returned to Reception by a member of staff to sign out and return the identity badge.

***Could all colleagues please advise Reception in advance of all expected visitors / contractors and inform Reception how to contact you when they arrive with as much advance notice as possible.***

Can all staff please refer to the External Visitors Policy which can be located on our school website or paper copies can be found in both receptions.

## Appendix 2

| <b>Abbot Beyne School<br/>Risk Assessment for Visitors to School</b>                     |                         |                        |
|--|-------------------------|------------------------|
| <b>Please complete at least a week before the visit and give it to Headteacher's PA.</b> |                         |                        |
| Name of Visitor  |                         |                        |
| Department visiting  |                         |                        |
| Member of staff arranging visit  |                         |                        |
| Date and time of visit   |                         |                        |
| Purpose of visit   |                         |                        |
| Will visitor have unsupervised access to Students? (Please give details)                 |                         |                        |
| Details of any supervision   |                         |                        |
| <b>Headteacher's Assessment</b>  |                         |                        |
| <b>Requirements</b>  | <b>Tick if required</b> | <b>Date completed.</b> |
| DBS  |                         |                        |
| Barring List   |                         |                        |
| Photo ID   |                         |                        |
| Address ID   |                         |                        |
| Evidence of Qualifications   |                         |                        |
| Level of Supervision required  |                         |                        |
| Headteacher's Comments   |                         |                        |

Blank copies of this form are located in the staffroom or can be obtained from Reception or the Headteacher's PA