



School Lane Campus

Visitors Policy

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our 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 are 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 children 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 sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

School Lane Campus has a duty to ensure that visitors are given appropriate information, instruction and supervision, whilst visiting the Campus. The following procedure has been implemented to ensure the health, safety and welfare of visitors to School Lane Campus. At the same time, the Campus has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the children and staff, and to protect the Campus's facilities and equipment from misuse or vandalism.

School Lane Campus fully recognises the contribution it can make to protect children and support pupils on campus. All adults working with or on behalf of children have a responsibility to protect children. In addition to this policy both schools have a set of procedures in place to further help our children in knowing who the safe adults are in our building and on our grounds. They are taught what they should do if they see someone they don't know who does not have the relevant identification. (See Appendix A)

Protocol and Procedures

Visitors Invited to the School

Informing Office Staff

Whenever possible the Office should be informed of visitors to the site prior to their arrival by the person who has arranged the visit. Where possible the office should be informed of any special arrangements required by the visitor, i.e. the bringing of vehicles, machinery, substances to the site, or of any specific facilities that may be required. For example, the visitor might be a disabled person and require special access arrangements or have a child or children in a pushchair.

Dealing with Arrival

On arrival the visitor must report to the Office and sign in, using the electronic book.

Office Staff will ask to see the visitor's DBS. If this is provided the visitor will be given a green lanyard. This means they can access school without supervision. If the visitor does not have a DBS they will be given a red lanyard, these visitors will need to be supervised around school. If Staff see a person with a red lanyard unsupervised they will ask them to return to the front office. If the visitor is a regular visitor and a DBS has been seen they do not need to present it again and a green lanyard will be given. Visitors who are in school for a 'one off' type visit do not require a DBS, they will be given a red lanyard.

In line with Keeping Children Safe in Education 2023, visitors will not be asked to produce DBS certificates if their employer has confirmed their staff have had appropriate checks. They will be asked to produce photographic identification.

The Office will inform the relevant person of the visitor's arrival so that they may be collected from the reception area. 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.

Regular support agencies such as NHS, Sports coaches etc who are listed on each school's single central record may sign in and have access to the campus.

Visitors will read the Fire Evacuation Procedure on the electronic book

Contractors will also be given the Asbestos Report and they are to sign to say that they have read it, (this should be returned at the end of the visit).

Visitors will be informed they are not to use their mobile phones when on site and will not be permitted to take photographs without prior permission.

During the Visit

During his/her visit the visitor must be escorted/supervised, if wearing a red lanyard at all times. Supervision is particularly important to prevent the visitor from wandering/straying/entering any potentially hazardous areas.

This is a no smoking site; smokers must go beyond the school grounds.

Confidentiality

Sometimes visitors support the work of our children in the Campus. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

Emergencies, accidents and incidents during the visit

Where an emergency arises during the visit the responsible person accompanying the visitor must ensure that he/she is accompanied to a place of safety i.e. a fire assembly point, and that the visitor complies with the relevant campus procedures. Where the visitor is a disabled person there must also be compliance with the 'personal emergency evacuation plan' devised by the Campus. It is essential that visitors are included in the counting of personnel during emergencies and evacuation drills.

Any accidents or incidents which involve a visitor at the Campus must be reported and investigated in accordance with the Campus 'accident and incident reporting procedure'.

In addition, any problems encountered by the visitor during his/her visit to the Campus should be reported to Mrs. Samantha Knight, School Business Manager Brookfield Park or Mrs Rebecca Cunliffe, Business Manager Kingsbury School in order that a review may be undertaken and appropriate action can be taken by the Campus if required.

Any health and safety issues that may arise during a visit should be reported immediately to Mrs. Samantha Knight, School Business Manager Brookfield Park or Mrs. Rebecca Cunliffe, School Business Manager Kingsbury School.

Any Safeguarding or Child Protection concerns should be reported to DSLs of Campus (Mrs Sarah-Jane Whiteside, DSL Brookfield Park, Mrs. Steph Johanson DDSL Brookfield Park, Mrs Laura Collinson DDSL Brookfield Park, Mrs Helen Smith DDSL Kingsbury School, Mrs Ruth Watkinson, DSL, Kingsbury School, Mrs Kate Lanka, DDSL, Kingsbury School, Mr Eddie Blundell DDSL Kingsbury School or Mrs Trish Dobson DDSL Kingsbury School)

At School Lane Campus equality is a key principle for treating all people fairly and creating a society in which everyone has the opportunity to fulfill their potential - irrespective of their gender, ethnicity, disability, religious beliefs, sexual orientation, age or any other recognised area of discrimination. Any concerns about inequality should be reported to Mrs Sarah-Jane Whiteside, Headteacher Brookfield Park or Mrs. Helen Smith, Acting Headteacher, Kingsbury School)

Departing

On departing the Campus, the visitor must sign out of the site before leaving the premises. Where this is not practicable the relevant host must inform the Office of the visitor's departure and ensure that the visitor's badge is returned, along with any borrowed Campus property. Any other relevant documents should be handed back to the Office.

Unknown/Uninvited Visitors to the School

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

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Headteacher/Deputy Headteacher (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 Headteacher and the Chair of Governors. All Kingsbury Governors will be asked to wear an orange lanyard when visiting, Brookfield Park a light blue photographic ID lanyard.

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.

Parent and Toddler Group

As regular visitors to School Lane Campus anyone attending the group is under the supervision of Christine Clarke who has an enhanced DBS check. Visitors to parent and toddler group will enter and exit the building through the external hall door, taking them directly into the space set aside for the group. During their first visit, anyone attending the group will be shown the areas in school where they are permitted to be, along with the restricted areas. Parent and Toddler group visitors are permitted in the bottom half of the hall and dining area and may use the toilet facilities outside the main offices. **Any areas beyond the dividing doors in the hall and the double doors into the main school entrance area are restricted and may only be accessed whilst accompanied by a member of staff.** All other aspects of this visitor policy apply to members of parent and toddler group.

CPD

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.

Linked Policies

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

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

Monitoring and Evaluation

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

Review Date – September 2025

SJ Whiteside

Sarah -Jane Whiteside

Head Teacher - Brookfield Park

H Smith

Helen Smith

Acting Head Teacher – Kingsbury