



# Hillcrest School Cramlington



## Visitors Policy

Date established by Governing Body:	8 June 2020
Date for Full Implementation:	8 June 2020
Policy Ref No:	
Approved by:	Head Teacher Chair of Governors
Date:	8 June 2020
Review Frequency:	Annually
Last Reviewed Date:	New Policy Update 8.6.20
Next Review due by:	8 June 2021

## 1. Introduction

To have in place a clear protocol and procedure which is understood and implemented by all staff, Governors, visitors and parents/carers. The ultimate aim is to ensure that students at our school can learn and enjoy enrichment activities in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

## 2. Policy statement

Visitors are very welcome to Hillcrest School, however it is our school's responsibility to ensure that the security and well-being of our students is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented 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 procedure.

## 3. 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. 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 supply teachers/peripatetic tutors/sports coaches and topic related visitors.
- All Governors of the school
- All parents/carers
- All students
- Other education related personnel (County Council staff, inspectors, health care professionals).
- Building and Maintenance Contractors.

## 4. Visitors in school

### 4.1 Planned Visitors to the school

- All visitors to the school will be asked to provide formal identification at the time of their visit.
- So that the school office is aware of all visitors expected in school all staff must record any visits they have arranged in the school google diary.
- All visitors must report to the school office first and should not enter the school via any other entrance.
- At 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 the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in the visitor is agreeing to abide by the school's Safeguarding protocols which are displayed in the booklet displayed in reception which also includes details of the delegated safeguarding lead within school.
- If the visitor is part of a large group of visitors a separate register may be utilised.
- 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 the school office to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the school office and:
  - ✓ Sign out of the electronic visitor system
  - ✓ Be escorted out of the school gate.
- **Please note: if a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.**

#### 4.2 Unknown/unplanned 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 at school.
- They should then be escorted to the school office to sign in using the electronic visitor system and be issued with an identity badge. The procedures in 4.1 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 Senior Leadership Team should be informed promptly.
- The SLT 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.

#### 4.3 Governors and regular volunteers

- All Governors and regular volunteers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the school office.
- All Governors and volunteers should follow the procedures as stated in 4.1
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Head Teacher.

#### 4.4 Contractors/ Workmen

- Contractors/workmen should follow the procedures set out in 4.1
- Where possible all contractors/workmen should carry out their work outside of normal school hours. Where this is not possible:
  - ✓ The contractor must be supervised at all times by the Caretaker or if he/she is unavailable, by another member of staff.
  - ✓ No contractor/workman will be permitted to move around the school unsupervised when students are on site unless they have a valid DBS which has been checked and verified by the SBM or Office Manager and they have been briefed on H&S by the Caretaker.

#### 4.5 Staff from other agencies

- Prior to appointment of supply staff, we will request written notification from an agency that the member of staff has a DBS with barred list information check.

- On arrival the agency staff will be asked to produce photo ID and their DBS certificate. Information provided will be entered into the Single Central Record.
- An induction will be carried out by SBM

#### 4.6 Parent/Carer visitors

- Partnership with parents/carers is a strong feature of Hillcrest School. We have an 'open door policy' and parents/carers are always welcome. You may not be able to talk to the person you request but we will endeavour to have another member of staff assist you.
- Parent/carers should follow the procedures set out in 4.1
- Parent/carers must not be allowed to move about the site unaccompanied.
  - ✓ Exceptions to this are when there is a planned school event eg school fair, sports day etc in which case school staff will be available to steward parent/carer visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

#### 5. Staff development

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

#### 6. Linked policies

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

- ✓ Child Protection/Safeguarding Policy
- ✓ Health and Safety Policy
- ✓ Confidentiality Policy
- ✓ GDPR Policy
- ✓ Safer Recruitment Policy

#### 7. Visits during Covid19 – See School Risk Assessment completed by SLT

- **Contractors** will not be allowed access without prior appointment. Contractors are to wear disposable gloves on arrival and social distancing measures are clarified with them on arrival.
- **Parents/Carers and other visitors** will be minimised and very limited.
- **General for all visitors**
  - ✓ Signage throughout the school explaining protocol
  - ✓ Visitors to use hand sanitiser upon entering school site and before entering details into the electronic visitor signing in system.
  - ✓ Screen to be cleaned with cleaning wipe immediately after use and wipe to be disposed of immediately in lidded bin provided.
  - ✓ Social distancing, following markings throughout the school and general hygiene regarding hands – sanitiser available throughout the school, and respiratory hygiene – catch it, bin it, kill it explained.
  - ✓ Bins with lids situated throughout the school.
  - ✓ Visitor to use hand sanitiser when leaving the site
  - ✓ Frequently touched surfaces are cleaned frequently throughout the day
  - ✓ Anyone displaying any symptoms relevant to Covid19 will not be permitted on the premises.

Date of Policy: 8 June 2020

To be reviewed annually or earlier if deemed necessary