



## **1. Policy Statement**

Holme Court School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

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

The School has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm, abuse, nuisance or inappropriate influence.

In performing this duty, the School recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

The School therefore requires that **ALL VISITORS** (without exception) to comply with the following policy and procedure.

Failure to do so may result in the visitor(s) escorted departure from the school site.

## **2. Policy Responsibility**

It is the collective responsibility of the Proprietor and the Head teacher to ensure that this duty is implemented at all times.

The Head teacher is the member of staff responsible for implementation, coordination and review of this policy. The Head teacher will also be responsible for liaising with the site caretaker, the School's Business Manager and Safeguarding Leads as appropriate.

All breaches of this procedure must be reported to the Head teacher.

Failure by staff members to adhere to this policy may lead to disciplinary action.

### **3. Aim of policy**

- To safeguard all pupils within the School's responsibility, both during school hours and out of school hours activities which are arranged by the School.
- To ensure that pupils at Holme Court School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm.
- To protect and preserve the School's resources against theft, vandalism and misuse.

### **4. 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 which adheres to child protection and safeguarding guidelines.
- To enable the School to account and care for all visitors to the site in the event of an emergency or practice drill.

### **5. 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.

This policy applies to:

- All teaching and non-teaching staff employed by the School
- All pupils
- All parents and volunteers
- Young adults on work experience
- All external visitors entering the School site during the school day or for after school activities (including charity representatives, curriculum consultants, police and topic related visitors eg authors etc)
- Other education related personnel (including educational psychologists, inspectors, health care professionals etc)
- Building and maintenance and all other independent contractors visiting the School premises

## 6. Protocol and Procedures

Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

### 6.1 Visitors Invited to the School:

When inviting visitors to the School the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school diary
- All visitors must go to the large wooden door at the front of the building- they must NOT enter the School via any other entrance way
- They should ring the doorbell labelled Holme Court School and wait for a member of staff to come down stairs to open the door
- At reception, all visitors must state the purpose of their visit and who has invited them
- They will be asked to produce formal identification
- All visitors will be asked to sign the School's visitor register making note of their name, organisation, who they are visiting as well as the date, time in and signature
- All visitors will be required to wear a visitor identification badge. The badge must remain visible throughout their visit
- All visitors will be given the appropriate safeguarding, health and safety and school information leaflets and will be asked to read it before they leave reception
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school 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 an original photo ID document is sighted by a member of the safeguarding team, along with a clear enhanced DBS certificate or a member of the safeguarding team has received details of this through the organisation employing the visitor

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

- Enter their departure time in the appropriate space in the visitor's book
- Return the identification badge to the school office

**Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a pupil.**

## 6.2 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, supply staff and health professionals).

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

- a) all required recruitment checks in line with the current version of Keeping Children Safe in Education, including having a current clear enhanced DBS check
- b) all documentation relating to these checks have been sighted by the Business Manager
- c) the details of these checks have been registered on the Schools Central Record

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge having been entered onto the visitor's register).

A list of such approved visitors is kept by the School Business Manager who is responsible for HR and the Single Central Record.

## 6.2 Unknown/Uninvited Visitors to the School

Any visitor to the School site who is not wearing a visitor badge should be challenged politely (by a member of staff) in relation to who they are and their business on the school site.

They should then be reminded of the School procedure and escorted to reception to be issued with a visitor badge if approved.

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.

Under the Summary Offences Act, the Head teacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

### **6.3 Volunteers**

All parent and other volunteers (such as business partners) must comply with the requirements outlined in the latest version of Keeping Children safe in Education.

This involves Disclosure and Barring Service procedures, completing an online DBS disclosure form before starting a volunteer role.

### **6.4 Buildings and Maintenance Contractors**

Contractors follow the procedures as set out in 6.1. When pupils are on the premises, the contractors must be supervised at all times by the Premises Manager or, if he is unavailable, by another member of staff.

No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the HT and they have been briefed on H&S by the school caretaker.

All contractor visits will ideally be booked for when the school caretaker is onsite unless it is an emergency, in which case the head teacher will be informed.

### **6.5 Parent Visitors**

Partnership with parents is a strong and unique feature of Holme Court School which the school wishes to preserve.

At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day.

Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known.

They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit.

The visitor must not be allowed to move about the site unaccompanied.

If the parent needs to visit a room in a classroom zone for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences).

Exceptions to this are when there is a planned school or classroom event in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

### **6.6 Ex Pupils and Ex Members of Staff**

Holme Court School pupils and ex members of staff may request or arrive at the school for a visit.

They must be signed in and be fully supervised at all times.

## **7. Check List for Members of Staff Organising Visits from External Agencies**

Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people.

Speakers will be asked to sign an '**Visiting Speaker Declaration**' that ensures they uphold the values and policies of the school.

Staff arranging speakers at the school must notify the Headteacher in advance of the plans so that she can be assured that the appropriate checks are carried out to ensure messages delivered are appropriate and align with the stated values of the school.

Check (or ask a senior member of staff to help with this) that the visitor comes from an organisation which has values which align with those of the school. This may involve a Google search.

Agree in advance for details of what the content of the talk/lesson will be. Before the visit, discuss with the visitor how the session fits in with the school's programme, scheme of work, values and ethos. Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session. Inform the visitor of: number, age and gender ratio of students background, ethnicity and culture of students and range of special educational needs.

Provide access to relevant school policies e.g. SRE, Drugs Educations, and risk assessments, as appropriate.

Inform relevant people of the presence and remit of the visitor, e.g. school office in advance for the diary and visitor badges.

Inform pupils in advance of the activity.

Provide the visitor with a named contact.

Organise meet and greet arrangements and classroom or assembly lay out.

Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.

Ensure the activity meets Health and Safety guidelines.

Ensure the visitor / external agency is thanked for their contribution and where applicable, fees are paid.

Give pupils time to reflect on what they have learned.

## 8. Staff Development

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

## 9. Linked Policies

This policy and procedures should be read in conjunction with other related school policies.

### COVID

For as long as coronavirus (COVID-19) remains in the community, judgements will need to be made at a school level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people.

The most up to date Government and LA guidance will be used in helping to make such decisions.

The latest school visitor COVID risk assessment will be used in conjunction with this policy.

Approved by The Senior Leadership Team

Signed .....

Date August 2022.....

Review Date August 2023.....