

School Visitors Policy and Procedures

Policy Statement

All staff and proprietor assures all visitors a warm, friendly and professional welcome to Leicester International School 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 Proprietor and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Proprietor 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 being escorted depart from the school site.

We promote the safety and wellbeing of staff and children by ensuring that visitors to the school are checked and made aware of our procedures whilst on the site.

Policy Responsibility

The proprietor, the designated Safeguarding lead and the head teacher are the members of staff responsible for implementation, coordination and review of this policy. They will also be responsible for liaising with the school’s security staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the head teacher.

Aim

To safeguard all children, both during school hours and out of school hours in activities which are arranged by the school. The ultimate aim is to ensure that students at Leicester International School can learn and enjoy 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, 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 during off-site activities which the school organises.

The policy applies to:

- All 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, and topic related visitors e.g. authors, journalists)
- All proprietors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (County Advisors, Inspectors, External independent advisors)
- 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

- Any visitor to the setting without a current DBS will not be allowed unsupervised access to children. They will be supervised, at all times, while they are on the premises.
- All visitors must report in the office and sign in the visitor's book.
- Parents/Guardians who do not have children attending the school should make an appointment with the office manager or the head teacher to visit the school to cause minimum disruption.
- Delivery persons will not be left unattended at any time.
- Only recognised companies will be used to carry out maintenance work and where possible all necessary work will be carried out after hours of opening.

Emergency Situation

- During an emergency situation the staff shall use their discretion and allow entry into the school as required.

Parents and Ex Staff

- Parents can access the premises following the same procedure as visitors except the times of drop in and pick up times.
- Parents are encouraged to make appointments to view the school out of school hours.
- if a pupil is collected or dropped off to school, out of usual times, the reason must be clearly stated by the parent/guardians and will be treated as a visitor. The parents/guardians will come to the main office. Their child will be brought to the main office. The parent/carer will sign their child out and then in when the child is brought

back to the school and the reason must be clearly stated in the allocated book for pupils.

- Only parents / guardians will have the permission to pick their child/ren up out of usual school hours. Anyone else will have to be given authorisation by the parent/carer, which the office will verify.
- In case of a sudden situation that the parent has lost the right to pick their child/ren up from the school, whilst the child/children are at school an officer of law, social worker and/or the police must be accompanied. Should such a situation arise the proprietor and / or the head teacher along with the DSL of the school will be present to attend the query.
- Other family members other than parents/guardians are strictly treated as visitors and will follow the same procedure as visitors.
- Friends and other family members are not allowed to pick the children up at any given time unless a written authorisation has been sought from the office.
- Ex members of staff will be treated as visitors and must follow the procedure as visitors.

External Agency Officials

- All officials must make an appointment with the office manager if they wish to carry out official functions or view the school with prior arrangements with the Proprietor.
- All officials must present identity cards.
- School staff shall check the authenticity of identity cards by making telephone calls/enquiries as necessary.
- Officials coming without an appointment shall be made to wait in the main reception and be explained that they need to make an appointment prior to viewing the school.

Visitors to the School

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 list as set out below). They must follow the procedure below.

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- 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 the reception. Please name, organisation, who they are visiting, car registration and visitor badge number.
- 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

Staff

- If a staff must leave early or arrive late than their usual contracted hours they will gain access via the main entrance.
- The pin entry for the usual entrances facing Woodhill and the rear entrance will be blocked electronically and the entrance on the Woodhill will be padlocked.
- Staff will wear their name badges at all times and has the right to question an unattended visitor should they feel if it is necessary or can inform the office personnel or the head teacher. (for example, a visitor in the approved list and has a full clearance from the DBS)

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:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old) AND
- b) A current clear List 99 check has been undertaken by the school's Business Manager or Personnel Manager 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, and a visitor badge will be allocated

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 out of the main building (ensuring the visitor does not re-enter the school site, potentially breaching security).

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 the Proprietor or Head teacher (or Senior Leader if neither is available) should be informed promptly.

The Proprietor/Head teacher or Senior Leader 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 volunteers and parent 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 volunteers and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per 6.1 should apply. Please note that volunteers must sign in and out using the Visitors Book.

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

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. This is the responsibility of the HR Manager.

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, Healthy and Safety Policy and Fire Safety Policy

Policy Documentation

Visitor's Book

Policy Review

The policy will be reviewed in September 2019