

Document name
Visitors Policy – School & College

This document is relevant to:	
Central Support Services	✓
Education	✓
Medical Therapy	✓
Residential	✓

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Visitors Policy

1. Introduction

St. John's assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

St. John's has a legal duty of care for the health, safety, security and wellbeing of all learners and staff. This duty of care incorporates the duty to "safeguard" all learners from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and Senior Leadership Team (SLT) to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body & SLT recognises that there can be no complacency where child protection and safeguarding procedures are concerned. St. John's therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

2. Aim

To safeguard all learners under the organisation's responsibility both during educational hours and out of hours activities which are arranged by St. John's.

The residential service has its own visitor's policy which must be adhered to at all times.

3. Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to St. John's which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

4. Policy

St. John's is deemed to have control and responsibility for its learner population anywhere on the school or college site (i.e. within the boundary fence), during normal educational hours and on St. John's organised (and supervised) off-site activities. The policy applies to:

- All staff employed by St. John's including agency and bank staff
- All external visitors entering either the school or college site during the educational day or for out of hours activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All learners
- Other Education related personnel (e.g. Local Authority Commissioners & Regulatory Inspectors)
- Building, maintenance and all other Independent contractors visiting the school premises

- Independent contractors who may transport students on minibuses or in taxis

5. Procedure

All visitors to the school or college may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school or college 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 Book which is kept in reception on both sites. They will be asked to fill in the details of their name, organisation, who they are visiting and car registration.
- 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

Approved Visitor List

St. John's will hold an approved visitor list for visitors who frequently visit the school or college site to undertake work within the school (including contractors). To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and a copy of this has been registered on the Central Record.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (ie go to reception and sign in the visitors' book). A copy of the Approved Visitor list will be kept behind reception at all times.

Visitors Departure from School

On departing the site, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

Unknown/Uninvited Visitors to the School/College

Any visitor to either site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the site. They should then be escorted to reception to sign the Visitors Book and be issued with an identity badge.

The procedures under “Visitors to St. John’s” 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. (Please see St. John’s Trespassers Policy)

Governors, Trustees and Volunteers

All governors must comply with Disclosure & Barring Service procedures, completing a DBS disclosure form (if not already held) via the HR department.

St. John’s must check all governors DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as per above should apply. ***Please note that governors must sign in and out using the Visitors Book.*** New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Chief Executive and Chair of Governors.

Permanent staff, Bank staff, Volunteers and Agency Staff

All permanent staff, bank staff and volunteers are provided with St. John’s identification badges prior to their first working shift. These must be worn and visible at all times when carrying out duties for St. John’s. Agency staff should have an Identification badge provided by their agency again this should be worn at all times. However, if they do not have an ID badge, they must follow the above procedure and ensure that they are given a visitor badge.

6. Monitoring

The SLT are responsible for implementation, coordination and review of this policy. They will also be responsible for liaising with the site and reception staff and Safeguarding Team as appropriate. All breaches of this procedure must be reported to the SLT.

7. Training

All staff will be introduced to this policy and their responsibilities with regard to it will be highlighted at induction with the HR team.

8. Responsibilities

All staff, including bank staff and volunteers are responsible for ensuring that this policy is adhered to in order to safeguard all learners at St. John’s.