

Bedford High School

A Specialist Business and Enterprise College

To Care To Learn To Achieve



Visitor Policy

School Address	Manchester Road Leigh WN7 2LU
School Contact Number	01942 486386

Document control

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Author/reviewer:	Claire Taylor & Rebecca Ramsden
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Governing Committee:	
Electronic copies of this plan are available from:	FROG VLN
Hard copies of this plan are available from:	HR, Facilities and Communications Manager
Public sector equality duty guidance considered	Yes
Approved by:	

Changes History

Date	Description	Changes
Sept 2017	Governor lanyards yellow	Pg 4
Feb 2022	Section 9, appendix 1	Pg 5 & 7

POLICY STATEMENT

The School assures visitors a warm, friendly and professional welcome whatever the purpose of their visit. We have a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to safeguard all students from subjection to any form of harm, abuse, nuisance or radicalisation. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised 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. School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in visitors being escorted from the school site, and prevented from re-entering the site in future.

2.0 POLICY RESPONSIBILITY

The Headteacher, Designated Safeguarding Lead (DSL) and HR, Facilities and Communications Manager (HRFC Manager) are responsible for the implementation, co-ordination and review of this policy. They will also be responsible for liaising with the school's facilities staff. All breaches of this procedure must be reported to the Headteacher, DSL, HRFC Manager or a member of the Senior Leadership Team.

3.0 AIM OF THE VISITOR POLICY

To safeguard all children and staff under this school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at school learn and enjoy curricular and extra-curricular experiences, in an environment where they are safe from harm.

4.0 OBJECTIVES OF THE VISITOR POLICY

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, and visitors' parents/guardians. This should also conform to child protection and safeguarding guidelines.

5.0 WHERE AND TO WHOM THE POLICY APPLIES

The school is deemed to have control and responsibility for its students 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.

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 governors of the school

- All staff employed in other Education/external organisations
- All parents/guardians and volunteers
- All students
- Other Education related personnel (Advisors, Inspectors)
- Maintenance and all other independent contractors visiting the school premises

6.0 PROTOCOL AND PROCEDURES - VISITORS TO THE SCHOOL

In order for colleagues to provide an effective and professional front of house service and safeguard our students and staff ALL staff should inform reception if they are expecting visitors and indicate where they are likely to be when their guest arrives. It is essential that all visitors are booked in at the schools main reception.

Please email reception (reception@bedford.wigan.sch.uk) to inform reception staff of any visitors expected on site. Please ensure that you have informed your visitor who they should ask for once at reception. Please provide a brief note to reception including:

Who the meeting/visit is with in school

The date and time of the meeting/visit

What the meeting/visit is for

Where the meeting/visit is taking place

- All visitors must report to the main reception at Manchester Road entrance and speak to a member of the reception staff to gain access to the school, explaining who they are and the purpose of their visit. Entrance to reception is via camera intercom and appointment only.
- No visitor is permitted to enter the school via any other entrance under any circumstances during working hours.
- At main reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors (except parents and carers) should be ready to produce formal photographic identification and a current valid enhanced DBS check, where appropriate, upon request.
- All visitors will be asked to agree to our safeguarding procedures and sign in using the InVentry system.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. For safeguarding purposes a coloured lanyard system is in operation:

- Black lanyards will be issued to all Bedford High School staff with DBS clearance
- Green lanyards will be issued to all DBS cleared visitors: teacher trainers, governors, councillors, cover teachers, etc.
- Red lanyards will be issued to all visitors who are NOT DBS cleared. Visitors wearing a red lanyard must not be left unsupervised at any time whilst on school site or be in the presence of students unsupervised whilst on school site. Staff must challenge if this is apparent.
- Yellow lanyards will be issued to all Bedford high School Governors.

Safeguarding and promoting the welfare of children is **everyone's** responsibility. All staff must challenge any visitor who appears not to be wearing an identification badge/visitor badge.

The visitor's point of contact will be asked to come to main 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 their DBS and formal identification checks have been carried out and their details appear on the school's Single Central register. Such visitors **MUST** follow the same procedures on entry to the premises (i.e. come to main reception and sign in using the school's InVentry system).

7.0 SAFEGUARDING CHECKS – THE PREVENT DUTY

School staff recognise their responsibility under the Prevent Duty to check the suitability of visitors in order to safeguard students and staff; and that it is vital that they carry out appropriate checks and exercise due diligence to prevent an organisation or visiting speaker from using the school's facilities to disseminate extremist views or radicalise students or staff. If at any point during a visit, any concerns are raised with regard to the dissemination of extremist views or radicalisation of students, the visitor must immediately be escorted to Main Reception and the Headteacher, DSL or other member of the Senior Leadership team informed.

8.0 VISITOR DEPARTURE FROM SCHOOL

On departing the school, visitors **MUST** leave via Main Reception and:

- Sign out using the school's InVentry system
- Return the identification badge to reception
- A member of staff should escort/ensure the visitor has left the building

9.0 UNKNOWN/UNINVITED VISITORS TO SCHOOL

Any parents that arrive on site unannounced requesting to see a member of staff must be dealt with by a member of SLT. In the first instance parents must make an appointment with the relevant member of staff. Parents who arrive on site without an appointment will be politely asked to leave and contact the relevant member of staff to arrange an appointment.

- 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 immediately to Main Reception to sign in using the school's InVentry system 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 Headteacher, DSL or a member of the Senior Leadership Team should be informed immediately.
- The Headteacher, DSL or a member of the Senior Leadership Team will consider the situation and decide if it is necessary to inform the police.
- If an unknown/uninvited or any 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.

10.0 VISITOR PROCEDURES IN THE EVENT OF A FIRE ALARM

The fire alarm is a continued siren and will sound in both U and L block. The alarm means that support staff, visitors and contractors in the building should evacuate by proceeding to the fire exit and into the assembly point located at the back of the main reception/admin & finance block/opposite the Science "conservatory" at the entrance to the music block.

In the event of a fire alarm sounding, accompanied visitors must be escorted to the Visitor Fire Point as above. When given the signal to return to the school building, the visitor must be collected and must not return to the school building unaccompanied. Visitors with approval to be unaccompanied must leave the school building by the nearest exit and report to the Visitor Fire Assembly point above.

11.0 CLOSED CIRCUIT TELEVISION (CCTV)

For the safety and security of all staff, students and visitors to the school sites, a number of CCTV cameras operate around the school site, both inside and outside the school buildings.

12.0 TRAVEL AROUND SITE AND PARKING

Visitors should note that:-

- There is a speed limit of 5mph in force on the school site.
- Vehicles are parked at owner's risk. School does not accept any responsibility for any items left in vehicles, lost, stolen or damaged and does not take any responsibility for vehicles that may be stolen or damaged whilst parked on school grounds.

13.0 POLICY REVIEW

The Visitor Policy will be reviewed annually by DSL and HRF & C Manager.

PROTOCOL AND PROCEDURES - VISITORS TO THE SCHOOL

Whole school staff responsibility:

- Inform your visitor to bring their current Enhanced DBS and photographic evidence i.e. passport or driving licence or school staff badge.
- Email reception to inform reception staff of any visitors expected on site
- Prior to visit inform your visitor who to ask for at reception
- Provide reception staff with the following information
 - Who the meeting/visit is with in school
 - Date and time of meeting/visit
 - Nature of meeting/visit
 - Where meeting/visit is taking place
- Staff member to be responsible for their visitor throughout their time on site and to escort and ensure they have left site after the appointment

Reception staff responsibility:

- Liaise with relevant staff member with regard to appointment requests made by phone or email
- Respond to camera intercom
 - Ask who the meeting is with
 - Ask what time the meeting is scheduled for
 - If no appointment has been made politely ask the visitor to leave site and make an appointment with the staff member
 - If the visitor becomes aggressive repeat your request asking them to leave and inform a member of SLT. **DO NOT ALLOW THEM TO ENTER RECEPTION**
 - If an appointment has been made invite visitor into reception and inform relevant member of staff by radio/phone
- Once visitor is in reception ask them to sign in on Ientry machine. If working alone with students then you need to request site of their enhanced current DBS and photographic ID or Wigan LA ID badge. Enter these details onto the Single Central Record and issue a green lanyard or red lanyard if no DBS/photo ID has been seen. If you are issuing a red lanyard then the appropriate member of staff needs to be fully aware that they must not leave their visitor alone

SLT responsibility:

- To ensure linked faculties are aware of and adhering to above procedures
- To respond to radio calls from reception in a timely manner
- To support and advise where necessary in the event of an aggressive visitor to site