

# Bedford High School

A Specialist Business and Enterprise College

To Care To Learn To Achieve



## Visitor Policy

<b>School Address</b>	Manchester Road Leigh WN7 2LU
<b>School Contact Number</b>	01942 909009

### Document control

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Author/reviewer:	Claire Taylor & Rebecca Ramsden
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Electronic copies of this plan are available from:	FROG VLN
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### Changes History

Date	Description	Changes
Sept 2017	Governor lanyards yellow	Pg 4
Feb 2022	Section 9, appendix 1	Pg 5 & 7
April 2023	Protocols and procedures, addition of appendix 2 Inventory display message	Pg 2 - 8
April 2024	Contractors on site during weekends/holidays when student revision sessions scheduled Instruction to bring paper copy of DBS on first visit Safeguarding team staff update	Pg 3 Pg 7 Pg 9
April 2025	Further aims of policy and legal framework Addition of words visitor, or student and staff accompany and student entrance only a L block Staff concerns, visitors to act in accordance with policies, none tolerance of unacceptable behaviour/ban from site Addition of appendix 3 Visitor flowchart	Pg 2 Pg 5 Pg 6 Pg10

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 and staff 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.

## **POLICY RESPONSIBILITY**

The Headteacher, Designated Safeguarding Lead (DSL) and HR Manager (HR 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 and reception staff. All breaches of this procedure must be reported to the Headteacher, DSL, HR Manager or a member of the Senior Leadership Team.

## **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.

This policy will enable our school to:

- Safeguard and protect the welfare of students and staff members
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

## **LEGAL FRAMEWORK**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work Act
- DfE Keeping Children Safe in Education
- Childcare Act
- Education Act
- Prevent duty guidance

This policy operates in conjunction with the following school policies and procedures:

- Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Volunteer Policy
- Work Related Violence and Challenging Behaviour Policy

## **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.

## **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 police persons, 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 visitors attending in a professional capacity
- All parents/guardians and volunteers
- All students
- Other Education related personnel (Advisors, Inspectors)
- Building and Maintenance and all other independent contractors visiting the school premises, including contractors who visit site during weekends/half term holidays when student revision sessions are scheduled.
- Independent contractors who may transport students on minibuses or in taxis

All visitors to school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure outlined below:

## **VISITORS TO THE SCHOOL**

### **PROTOCOL AND PROCEDURES FOR STAFF (appendix 1)**

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 school's main reception.

Please email reception ([reception@bedford.wigan.sch.uk](mailto: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

### **PROTOCOL AND PROCEDURES FOR VISITORS (appendix 1)**

- 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
- If visitors park in L block car park then they must walk around the school onto Manchester Road to the main reception, which is clearly marked.
- 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 which are clearly displayed on the InVentry screen (appendix 2) 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 without putting themselves in danger. If concerned, staff should contact reception or a member of SLT, and should not approach the visitor alone
  - 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, appropriate coloured lanyard has been issued 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).

All visitors to school must behave courteously, professionally and appropriately whilst on school grounds.

## **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.

## **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

## **UNKNOWN/UNINVITED VISITORS TO SCHOOL**

Any parents/visitors that arrive on site unannounced requesting to see a member of staff or student 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.

Parents/guardians and all visitors are not permitted to enter school via the attendance entrance. This is strictly a student entrance only.

- Any visitor to the school site who is not wearing an identity badge/visitor's lanyard should be challenged politely to enquire who they are and their business on the school site. Staff should not put themselves in danger. If concerned staff should contact reception or a member of SLT, and should not approach the visitor alone or where possible approach with another member of staff to accompany them.

- 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/visitor's lanyard.

- 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.

Should any member of staff have concerns or are worried about a visitor to site they should speak to the DSL, Deputy Headteacher or Headteacher.

Visitors to the school will be required to act in accordance with the school's relevant policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

### **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.

In the event of lockdown procedure visitors must remain with the member of staff they are visiting. Any visitor on the corridor/not in a classroom for any reason will proceed to the nearest classroom immediately and remain there e.g. visitor using toilets when lockdown procedure is engaged. If the classroom is vacant, lock the door, get into a safe place and stay silent. Upon activation of the notification if there are visitors outside of the building, if the school is the nearest building, they should enter the building immediately and go to the nearest classroom or secure space. In the instance this is the 'late gate' then they can enter via the intercom system, this can be done as safe and quiet as possible through the attendance office, and instructed to go to the nearest classroom, which is likely the music department, lock the door and remain silent.

### **Governors and volunteers to school**

All governors and volunteers must comply with criminal records procedures, completing a DBS disclosure (if not already held) via the school office.

Thereafter, procedures as above will apply.

### **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.

## **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.

**POLICY REVIEW** The Visitor Policy will be reviewed annually by DSL and HR Manager.

Appendix 1 visitor protocols on a page

## **PROTOCOL AND PROCEDURES - VISITORS TO THE SCHOOL**

### **Whole school staff responsibility:**

- Inform your visitor they must bring the paper copy of their current Enhanced DBS and photographic evidence i.e. passport or driving licence or school staff badge on their first visit.
- 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 Inentry 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

#### **Visitor responsibility:**

- Only enter school by the main reception
- On entry you will be welcomed by a member of our reception team for you to provide details of who you are visiting
- Visitors must provide valid photo ID and DBS evidence if requested
- Visitors will be issued with an appropriate coloured lanyard that must be worn at all times
- Visitors must not take any photographs without written consent and must not use their mobile phones in the present of students
- Visitors must sign in and out at reception to ensure health and safety of all individuals
- On leaving please return all lanyards and badges to reception
- Any vehicles are parked at the owner's risk. School does not accept responsibility for items left in vehicles, lost, stolen or damaged whilst parking on school grounds

### **Appendix 2 Inentry welcome message displayed on screen**

#### **Welcome to Bedford High School**

**We are committed to safeguarding all our staff and students and expect all visitors to follow our policies and procedures. Please read the statements below.**

#### **Visitors – all visitors must:**

- Only enter school by the main reception



- On entry you will be welcomed by a member of our reception team for you to provide details of who you are visiting
- Visitors must provide valid photo ID and DBS evidence if requested
- Visitors will be issued with an appropriate coloured lanyard that must be worn at all times
- Visitors must not take any photographs without written consent and must not use their mobile phones in the presence of students
- Visitors must sign in and out at reception to ensure health and safety of all individuals
- On leaving site please return all lanyards and badges to reception
- Any vehicles are parked at the owner's risk. School does not accept responsibility for items left in vehicles, lost, stolen or damaged whilst parking on school grounds

#### **Fire procedure/lockdown - in the event of the fire alarm sounding:**

- You will be asked to leave reception area by reception staff and congregate on the car park away from all buildings
- If you are in school you will be escorted by the staff member you are visiting to the appropriate fire point
- When given the signal to re-enter the buildings you will be collected from the fire point by the staff member you are visiting
- You must not enter any building without authorisation and being accompanied by the appropriate staff member
- In the event of lockdown procedure visitors must remain with the member of staff they are visiting. Any visitor on the corridor/not in a classroom for any reason will proceed to the nearest classroom immediately and remain there e.g. visitor using toilets when lockdown procedure is engaged. If the classroom is vacant, lock the door, get into a safe place and stay silent. Upon activation of the notification if there are visitors outside of the building, if the school is the nearest building, they should enter the building immediately and go to the nearest classroom or secure space. In the instance this is the 'late gate' then they can enter via the intercom system, this can be done as safe and quiet as possible through the attendance office, and instructed to go to the nearest classroom, which is likely the music department, lock the door and remain silent.

#### **Safeguarding - if a student discloses information that concerns you or indicates potential harm you should:**

- Listen
- Tell the student that you need to inform someone else – you cannot promise confidentiality
- Make accurate notes of what has been said by the student and pass this immediately to the DSL
- It is not your responsibility to investigate
- Our Safeguarding team are:
  - Rebecca Ramsden DSL, Bridget Moss, Paul McCaffery, Nikkie Quinn Deputy DSLs. Pastoral Team and Attendance Team.

#### Appendix 3 Visitor Flow Chart

# Visitors to Bedford High School Flowchart

