



Bader
ACADEMY

Visitor to School Policy

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An academy within:



1. Introduction

- 1.1. We recognise that the children and young people within our school are some of the most vulnerable within the country. We all have a duty of care for the wellbeing and welfare of our children and young people.
- 1.2. Bader Academy promotes partnerships with a wide range of multi-agency workers, other schools and professional colleagues. The school requests that every visitor follows the same procedures to ensure the safeguarding of its children, young people, staff and themselves.
- 1.3. Many of the people that visit our school do so by appointment. There are many professionals that the school works with on a regular basis, who are recognised by both staff and students, that may work or travel within school unsupervised. Other visitors will require a higher level of supervision by a member of school staff and they will not be left in a one to one situation with any student.
- 1.4. Visitors that are due to work with school on a regular or long term basis will be asked to provide evidence of a Disclosure and Barring Service (DBS) check. Until this is supplied they will not work unsupervised with students. Those that currently work with the school on a regular basis have been asked to provide evidence of a DBS check.

2. Rationale

- 2.1. It is the responsibility of the school to ensure the safety of all students and staff. During any school day there are many people who visit the school on business and to communicate with staff and students. It is essential that there are procedures in place to ensure that the school knows who is on the premises at any time and that these people are immediately recognisable for the protection the students, staff and visitors themselves.
- 2.2. A visitor is defined as any person seeking to enter a school building during school hours who is not an employee of the school or a student currently enrolled in that building.

3. Objectives

3.1. The objectives of this policy are:

- 3.1.1. To safeguard children and staff from harm.
- 3.1.2. To prevent unauthorised persons from entering school.
- 3.1.3. To make visitors welcome.
- 3.1.4. To ensure that visitors are monitored and checked.
- 3.1.5. To monitor visitors carefully during their time in school.
- 3.1.6. To be able to account for, and locate, visitors at all times.

4. Strategies

- 4.1. External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
- 4.2. All visitors will report to the school reception desk where they will be welcomed and asked for their details/identification and if they have a DBS clearance number they will also be asked for the name of the person they need to see.
- 4.3. Visitors will be asked to read the Visitor Information leaflet which gives them key information about what they will be asked when entering school, explain that they should not use their mobile phones whilst around children, tell them what to do if the fire alarm goes off or if they are concerned about the welfare of a child, (more frequent visitors, e.g. regular supply, SEND support workers, sport coaches will be given a more in depth leaflet and regular visitors an induction into school session).
- 4.4. Visitors must sign-in on the visitor list and sign out as they leave.
- 4.5. Each visitor will be given an identification badge that must be worn visibly at all times.
- 4.6. Visitors' identification badges must be collected in by the receptionist/office staff before the visitor leaves.
- 4.7. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be

responsible for them during their time in school and will escort them back to reception at the end of their visit.

- 4.8. Visitors will be accompanied, or supervised, during the whole of their time in school.
- 4.9. The site manager will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity to the site supervisor. He/she will alert senior staff of their presence.
- 4.10. The Headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
- 4.11. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
- 4.12. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the police should be summoned to remove them.
- 4.13. Any visitors or contractor that does not require association with students is encouraged to visit out of school hours, for example, maintenance contractors, IT technicians. Any visitor that carries out maintenance or building work must complete the asbestos register and the Construction (Design Management) form (CDM); both of which are kept on reception.
- 4.14. Families may visit school for a number of reasons; this is generally by appointment only. Parents may accompany their child on educational visits. The short term nature of these visits does not require a DBS check. However, if a parent visits school on a voluntary basis for more than 3 occurrences in 30 days, they will require a DBS check and should not be left unsupervised with students and will preferably not be placed in their child's class.
- 4.15. Students from other schools that work with our school do not need to be DBS checked if they are under the age of 16. Students from 6th form colleges or universities will be asked to have a DBS check in place by their education provider; however, if the student struggles with this the school will



process a DBS check for them. All DBS information is kept on the School's Single Central Record.