



Aldridge School

Visitor Policy

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Achieving excellence together

Policy statement and principles

1.1 Policy aims and principles

Aldridge School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The school has 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 or nuisance. It is the responsibility of the school to ensure that this duty is uncompromised at all times.

In performing this duty, the school 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 this policy and school procedures. Failure to do so may result in the visitor's escorted departure from the school site.

The school will ensure that there is a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and that visitors themselves can benefit from contact with the students and staff. The purpose of this policy is to help our school use visitors from the wider community to provide relevant and high quality services directly to students or in support of students, appropriately and safely.

This policy is written in line with current legislation and guidance.

Where and to whom the policy applies

Aldridge 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. The school also has responsibility for the welfare of students during extra-curricular activities that are organised by Aldridge School on or off site.

This policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for extracurricular activities (including peripatetic tutors, sports coaches, and topic related visitors)
- All governors of Aldridge School
- All parents and volunteers
- All students
- Other education related personnel (advisors and inspectors)
- Building, maintenance and independent contractors visiting the school premises

Visitor Procedures

Visitors are welcome to Aldridge School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the School's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children under the school's responsibility both during the school day and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure that the pupils can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Visitors' services or activities must have a clear educational purpose, add value and relevance to student learning, complement the whole school program, and be undertaken in accordance with School Policy.

Aldridge school will ensure that all required procedures must be adhered to/completed and all relevant forms and agreements must be in place before a visitor's activity or program commences. This will allow visits to be of the greatest benefit to the school, its students and visitors whilst maintaining the school's child protection and safeguarding practices.

These procedures apply to all types of visitors including those on the approved visitor list, governors and other volunteers.

2.1 Visitors invited to Aldridge School

Any visitor to the school may be asked to bring formal identification with them at the time of their visit. **All visitors** must follow the procedure below.

- Once on site, all visitors must report to the main entrance reception before moving about the school site. 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 reception at all times. This record includes:
 - Visitors name
 - Organisation (if relevant)
 - Who they are visiting
 - Time of arrival
 - Car registration
 - Visitor badge number
 - All visitors will be required to wear an identification badge (green or red badge in accordance with security checks undertaken) – the badge must remain visible throughout the visit. Some visitors may also be required to wear any official identification i.e. Ofsted Inspectors, Mercian Trust Employee
 - Visitors must be given information about fire safety evacuation and child protection procedures and should read these prior to going into the school
 - Visitors must comply with all school procedures and policies
 - Visitors are advised that the school is a non-smoking area and smoking is not permitted anywhere within the school grounds.

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.

2.2 Displaying School ID Badges

Aldridge School operates a red/green badge system for visitors badges;

- **BLUE Aldridge School Staff Lanyard** – provided to all staff who have had pre-employment checks completed
- **GREEN Lanyard** – Provided to visitors/volunteers who have a valid enhanced DBS Certificate with the appropriate level of checks and photo ID and are on the approved visitors list. Visitors/volunteers with a green lanyard may be left unsupervised around the school premises.
- **RED Lanyard** – Provided to visitors/volunteers who do not have a valid enhanced DBS Certificate and photo ID. Visitors/volunteers with a red lanyard must not be unsupervised during the school visit.
- **ORANGE GOVERNOR Lanyard** – Provided to members of the governing body who have had pre-employment checks completed.
- **PINK MERCIAN TRUST Lanyard** – Provided to members of the Mercian Trust who have had pre-employment checks completed.

2.3 Visitors' departure from the school

On departing the school, visitors must leave via reception. The visitor must:

- Enter their departure time in the visitors record book alongside their arrival entry
- Return the identification badge to reception

A staff member should escort the visitor to the reception exit to ensure that the visitor does not re-enter the school site (potentially breaching security). This is also necessary for the purposes of a fire/fire drill/emergency.

2.4 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:

- They have a current clear DBS check and a copy of this has been registered on the school's Single Central Record – the type of DBS check required will depend on the nature of the visit and in accordance with the school's general procedures for DBS checks
- The school has a copy of the visitors photo ID
- Confirmation that the visitor is employed by the company for which services will be provided from (if applicable) i.e. employee ID or confirmation on the name of the individual who will be on the school site

Visitors on the approved list must follow the same procedures on entry and departure to the premises (i.e. come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept behind reception at all times.

2.5 Out of hour's visitors

Visitors who are on site prior to the opening of reception (i.e. 8.00 am), must be greeted in reception by the member of staff they are visiting. Staff will be responsible for signing in the visitors in accordance with the school's visitor procedures.

2.6 Specific rules for certain types of visitors

Contractors

The Facilities Manager/Site Operative must liaise with any contractor with regard to health and safety issues, for example, where the maintenance/works might affect students' normal use of the school facilities. Contractors will be informed where students will be working, walking etc. and when (if relevant).

Governors

- All members of the governing body will have an enhanced DBS check
- DBS checks will be conducted in-line with the school's procedures for staff DBS checks
- Governors should wear an **ORANGE GOVERNOR** ID badge at all times
- New governors will be made aware of the policy as part of their induction
- All governors' formal visits should have a clear focus and should, in some way, increase the knowledge and understanding of school policies and processes. Visits should be arranged with a staff member in advance to make the most out of the time in the school
- Following a governor visit, the governor must complete a governor visit form and submit this to the Clerk to the governing body as a record of the visit and detailing any actions that are identified. This will be presented at the next governing body meeting.

2.7 Unknown/uninvited visitors to the school

Individuals who would like to visit Aldridge School but are not in contact with a member of staff regarding this, should arrange their visit through reception, who can be contacted on 01922 743988.

Reception will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

Visitors who arrive at the school without a prior appointment may be permitted to meet with staff members where these members of staff are happy to do so. The visitor must not be allowed into the school without the supervision of a member of staff.

Parents are discouraged from visiting the school during school hours unless for an school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

Any visitor on the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on site. All staff members have the responsibility to ensure that this policy is adhered to by all visitors.

Unidentified visitors should be asked to make their visitors badge/official ID visible. If they do not have one they should be escorted to reception to sign the visitors' book and be issued with an identity badge, once the visitors appointment and purpose of the visit has been confirmed by the appropriate member of staff, the visitor entry procedures will then apply.

In the event that the visitor refused to comply, they should be asked to leave the site immediately and a member of SLT should be informed immediately. The member of SLT will consider the situation and decide if it is necessary to call 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 schools grounds, police assistance will be called for.

CCTV is in operation throughout the school. This is an aid in preventing uninvited people into the school both within and outside the normal opening hours.

2.8 Emergency procedures for visitors

In the event of an emergency, that requires the building to be evacuated, assemble at the designated place which is displayed around the school site. All staff member will bring the visitors' book to check all visitors are safely evacuated.

Exceptions

Parents/carers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' school activities are exempt from the visiting procedures outlined above.

Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, hall etc.).