



## **Beths Grammar School**

### **School Visitors Policy and Procedures**

#### **1. Aim**

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents/carers. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

#### **2. Policy statement**

Visitors are very welcome to our school, however it is our school's responsibility to ensure that the security and well-being of our students is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students from being subjected to any form of harm or abuse. It is the responsibility of the Board of Trustees and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Board of Trustees 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 the following policy and procedure.

#### **3. Policy responsibility**

Our Designated Safeguarding Officer is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Designated Safeguarding Officer.

#### **4. Where and to whom the policy applies**

The school is deemed to have control and responsibility for its students anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school entering or leaving the premises outside of their contracted hours, or working during the school holidays
- All external visitors entering the school site during the school day or for after school activities (including peripatetic music teachers, sport coaches, referees, visitors for assemblies or for subject/topic based presentations, visiting speakers)
- All Trustees and Trust Board Members of the school
- All parents and volunteers

- All students
- Other education related personnel (Local Authority staff, inspectors, health care professionals)
- Building and maintenance and all other independent contractors visiting the school premises.

## 5. Protocol and Procedures

### 5.1 Staff

- Staff entering the premises outside of their contracted hours, and all staff during the school holidays, must sign in to the InVentry system at reception
- Staff leaving during their working day must also sign out of the InVentry system at Reception.

### 5.2 Visitors to the school

- Staff who have arranged for a visitor to attend must inform reception in advance and advise the visitor that they may be asked to provide identification on arrival
- If the visitor is to be unattended during their visit, or to be visiting for an extended period, the Operations Manager must be informed so that a DBS check can be undertaken in advance if appropriate and the visitor added to the Approved Visitor List
- Once on site, all visitors must report to reception first and sign into the InVentry system. 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 (unless they are named on the approved visitors/contractors list as set out below). If a planned visitor fails to arrive with appropriate identification, they will be signed into the InVentry system but have to be escorted for the duration of their visit
- All visitors will be asked to sign into the InVentry system in reception at all times making note of their name, organisation, who they are visiting and car registration
- All visitors will be required to wear an InVentry badge – the badge must remain visible throughout their visit
- All visitors should be made aware of whom the Designated Safeguarding Officer is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information
- 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 the site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

### 5.3 Visiting speakers

- The person who has arranged for the visiting speaker must do an on-line search to check that the speaker does not have any association with extremist groups
- The school reserves the right to terminate a speaker/presentation being given by a visitor if the content or delivery is found to be contrary to the ethos of the school.

### 5.4 Approved visitor list

- An approved visitor will be added to the DBS-side of the InVentry system (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 enhanced DBS check and a copy of this has been registered on the school's Single Central Register
- Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the Visitors' Book).

## **5.5 Visitors departure from school**

- On departing the school, a member of staff should escort the visitor to reception
- Visitors must sign out of the InVentry system at reception upon departure.

## **5.6 Unknown/uninvited visitors to the school**

- 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 to reception to sign the Visitors Book and be issued with an identity badge
- The procedures under “Visitors to the School” above 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 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.

## **5.7 Trustees and Trust Board Members**

- All Trustees and Trust Board Members must comply with the Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the Operations Manager
- Trustees and Trust Board Members should sign in and out using the InVentry system
- New Trustees will be made aware of this policy and be familiar with its procedures as part of their induction.

## **5.8 Staff development**

- As part of their induction, new staff will be made conversant with this policy and asked to ensure compliance with its procedures at all times.

## **6 Linked policies**

This policy should be read in conjunction with other related policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Whistle blowing Policy

## **7 Policy review**

This policy will be reviewed every three years.

*Reviewed : Spring 2025  
Next scheduled Review Date : Spring 2028*