


Slough and Eton Church of England Business and Enterprise College



A Member of Slough and East Berkshire C of E
Multi Academy Trust

Visitors' Policy

Owner:	Mrs Deborah England
Ratified by Governing Body:	
Date Ratified:	29 November 2023
Date Policy to be reviewed:	Autumn 2024



Jesus said, "I have come in order that you might have life, life in all its fullness (John 10:10).

The Governing Body 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 Governing Body and senior staff to ensure that this duty is uncompromised during the school day and out of school hour's activities which are arranged by the school.

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

Policy Responsibility

The Head's PA is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and Reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Head's PA

Objectives

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, visitors and parents and conforms to child protection and safeguarding guidelines.

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below:

- Once on site, all visitors must report to Reception first. 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 form identification upon request.
- All visitors will be asked to sign the Visitor Record Book which is kept on the main desk at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to Reception to receive their 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 in the Approved Visitor List. Details of the Approved Visitor list are held on the Single Central Record managed by HR



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:

a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record

- Visitors on the Approved List **must** follow the same procedures on entry to the premises (i.e. arrive at Reception and sign in the visitor's book). A copy of the Approved Visitor list is held on the Single Central Record managed by HR.

Visitors' Departure from School

On departing the school, visitors must leave via Reception and:

- Enter their departure time in the Visitor Record Book alongside their arrival entry.
- Return the identification badge to Reception
- A member of staff should escort the visitor to the Reception.

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 Visitor 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 refuses 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.

Governors and Volunteers

All governors and parent helpers must comply with Disclosure and Barring procedures, completing a DBS disclosure form (if not already held) via the HR Manager. Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitor Record Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and/or Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Staff Development

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

