



Highlands

School & Sixth Form

**Dare to
flourish**

School visitor policy

APPROVED

Governor Committee	Finance and resources
Reviewed on	January 2024
Next review	January 2027

Contents

Section 1: School Visitors Policy and Procedures	2
1.1. Policy statement	2
1.2. Policy responsibility	2
1.3. Aim	2
1.4. Objectives	2
1.5. Where and to whom the policy applies	2
Section 2: Protocol and Procedures	3
2.1. Visitors to the school	3
2.2. Approved visitor list	4
2.3. Unknown and uninvited visitors to the school	4
2.4. Governors and volunteers	5
2.5. Staff	5
2.6. Fire evacuation	5
2.7. COVID-19	5
2.8. Linked policies	5

Section 1: School Visitors Policy and Procedures

1.1. Policy statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Highlands School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils 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 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. The school therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

1.2. Policy responsibility

The School Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's Site Manager and Safeguarding Lead. All breaches of this procedure must be reported to the School Manager.

1.3. Aim

To safeguard all children under the 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 Highlands can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

1.4. 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. To enable the school to account and care for all visitors to the site in the event of emergency or practice drill.

1.5. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils 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 or by the facilities management company, Pinnacle.
- All external visitors entering the school site during the school day or for after-school activities (including peripatetic tutors, sports coaches, and subject related visitors, e.g. musicians, artists, authors)
- All parents, Governors and volunteers
- Other education related personnel (advisors, inspectors, health professionals)
- Building and maintenance and other independent contractors visiting the school (as organised by the school's facilities management company, Pinnacle)

Section 2: Protocol and Procedures

2.1. 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 list as set out below). They must follow the procedure below.

All visitors must stop at the car park or pedestrian entrance and press the call button to speak to the school office to gain access to the site, explaining who they are and the purpose of their visit. Visitors using the car park must park considerately within a designated bay and only use the disabled parking spaces if they have a valid permit which must be displayed.

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 formal identification upon request.

All visitors will be asked to sign in using the school's electronic signing in system (Inventory), giving details of their name and organisation, who they are visiting and car registration number.

All visitors will be given a copy of Highlands school's safeguarding leaflet.

Highlands school operates a coloured lanyard system used to identify visitors, and the receptionist will give the visitor the appropriate coloured lanyard, as follows:

- Black - those who are DBS checked and authorised to be on site
- Orange - school governors
- Blue - agency supply teachers

- Yellow - visitors who are not DBS checked and are not allowed free access

All visitors must wear their lanyard and have it visible at all times while on site.

Visitors will 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 their visitor while they are on site. Anyone wearing a yellow lanyard will not be allowed free movement around the site unaccompanied and will be challenged by staff if found unaccompanied.

If a visitor becomes abusive or aggressive they will be asked to refrain from this behaviour. If the abusive/aggressive behaviour persists, the visitor will be asked to leave the site and warned that police assistance will be called for.

On departing the school visitors should leave via the school main reception and

- sign out on the school's Inventory system
- return the identity badge and lanyard to the school receptionist

2.2. 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 enhanced DBS check which has been verified and entered onto the school's Inventory system and Single Central Record.

Supply teaching agencies will have provided DBS evidence to the cover co-ordinator who in turns notifies the School Manager and HR officer.

Those visiting to offer extra curricular activities must bring a copy of their DBS and public liability insurance certificate, which will be shared with the School Manager or HR Officer and details stored on the school's Single Central Record.

2.3. Unknown and uninvited visitors to the school

Any visitor to the school site who is not wearing an identity badge and coloured lanyard should be challenged politely to enquire who they are and their business on the school site.

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

If an unknown 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.

2.4. Governors and volunteers

All governors and volunteers must have a DBS check (this will be organised by the school upon their appointment) and must sign in and out using the school's Inventory system.

New governors will be made aware of this policy and familiar with the procedures as part of their induction. This is the responsibility of the Headteacher or Chair of Governors. Governors must wear their orange Governor's lanyard at all times.

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.

2.5. Staff

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

2.6. Fire evacuation

In the event of a fire alarm activation, all visitors must leave school via the nearest fire exit and walk to the tennis courts or astroturf which are the designated fire evacuation points. The school receptionist will ensure they are checked off the visitors list, and will report any missing visitors to the Fire Marshall.

2.7. COVID-19

Visitors must protect the health and safety of our staff and students by not visiting the school or coming on site if they are displaying any Covid-19 symptoms. All visitors must observe any current Government guidelines regarding Covid-19.

2.8. Linked policies

- Safeguarding policy
- Fire evacuation policy
- Health and safety policy
- Keeping Children Safe in Education (latest version)