**VISITORS POLICY**

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***Creating:***

***Self-worth, Opportunities & Compassion***

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| **POLICY WRITTEN BY:** | **PROPRIETORS** |
| **DATE POLICY PREPARED:** | **September 2023** |
| **DATE POLICY REVIEWED:** | **September 2023** |
| **DATE FOR NEXT REVIEW:** | **September 2024** |

**School Visitors Policy and Procedures Policy Statement**

**Policy Statement**

The school leaders assure all visitors a warm, friendly and professional welcome to ARTS, 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 Proprietors and senior staff to ensure that this duty is uncompromised at all times. In performing this duty, the Proprietors recognise 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.

**Policy Responsibility**

The Business 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 Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Business Manager.

**Aim**

To safeguard all children under this school‟s responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at ARTs school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm of any form.

**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.

**Where and to whom the policy applies to**

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.

* Where and whom the policy applies to:
* All staff employed by the school
* All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
* All governors of the school
* All parents and volunteers
* All pupils
* Other Education related personnel (County Advisors, Inspectors)
* Building & Maintenance and all other Independent contractors visiting the school premises
* Independent contractors who may transport students on minibuses or in taxis

**Protocol and Procedures**

**Visitors to the School**

* All visitors where possible should have a pre-booked appointment. Those without an appointment will remain outside of the school gates until we can confirm the reason for visit and identity.
* All visitors to the school will 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).
* Regular visitors will be asked to show evidence of a recent DBS check.
* All Visitors will sign in at reception and include the Date, Time in and out, Full Name, Who they are here to see and their 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 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

Visitors will **NOT** be permitted on site if:

● They appear to be under the influence of alcohol, drugs any narcotics

● They are known to the school as a risk to any pupil or staff member

● They are / believed to be carrying any form of weapon or item that could be used

as a weapon.

● They are acting in an aggressive manner, this includes verbal aggression

● A staff member feels that the person poses a risk to any pupil of staff member.

● **If there are any doubts, staff have the right to refuse entry and will call upon**

**the SLT or even police should the need arise.**

**\*\*\* Should we believe that there is a danger to pupils or staff the school will follow the**

**Lockdown Procedure OnSite protocol.**

**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 (a current DBS is defined as no more

than 3 years old)

AND

b) A barred check has been undertaken by the school‟s Business Manager or

Personnel Manager

AND

c) They have the written authorisation of the Headteacher or Business Manager to

travel around the school site unaided.

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). A copy of the approved visitor list will be kept behind reception at all times.

**Visitors Departure from School**

On departing the school, visitors MUST leave via reception and:

* Enter their departure time in the Visitors Record Book alongside their arrival entry
* Return the identification badge to reception
* A member of staff should escort the visitor to the staff car park (ensuring the visitor

does not re-enter the school site, potentially breaching security).

**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 refuses to comply, they should be asked to leave the site immediately and the Headteacher and Business Manager (or Senior Leader if neither is available) should be informed promptly.

The Headteacher / Business Manager or Senior Leader 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 volunteers, including regular parent helpers, must have a DBS check completed on them prior to their start. Governors should also have a barred check and a section 128 check carried out.

Governors and volunteers should sign in and out using the Visitors 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 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 conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times. Staff will be reminded of this policy annually during the annual safeguarding briefing.

**Linked policies**

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

Safeguarding Policy

Confidentiality Policy

Healthy and Safety Policy

Safer Recruitment Policy

**Policy Review**

The policy will be reviewed within two years, unless changes to legislation are made.