

Visitors Protocol and Procedures

Beech Hill School



Approved by:	Shameem Hussain
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Date:	July 2024
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Last reviewed on:	June 2024
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Next review due by:	June 2026
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1. The Aims of this Policy

- 1.1 The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

2. Protocol and Procedures

2.1 Planned visitors to the school

- 2.2 All visitors to the school may be asked to provide formal identification at the time of their visit before they are able to enter the main school building.

- 2.3 When arranging for a visitor to come into school the following **must** be followed:

- Where possible the school office should be informed of all pre-arranged visitors to the school
- All visitors must report to the school office first and should not enter the school via any other entrance
- At the office, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
- All visitors will be asked to sign in on the Inventory system making note of their name, organisation, who they are visiting, car registration number.
- All visitors will be required to wear an identification badge in their red visitor lanyard, the badge must remain visible throughout their visit.
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information (see appendix 1)
- Visitors will then be escorted to their point of contact **or** their point of contact will be asked to come to the school office to receive the visitor. The contact will then be responsible for them while they are on site. Visitors should not be left unsupervised at any time while in school unless they are from an agency which the school is aware of and hold relevant safeguarding information for (e.g. social workers, nurses – refer to section 3)
- On departing the school, visitors should leave via the school office and sign out on the Inventory system

- 2.4 **Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child(ren).**

2.5 Unknown/ unplanned 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 at the school.
- If they have legitimate business in school then they should then be escorted to the school office to sign in and given the visitor lanyard and photo badge. The procedures in 2.1 then apply.
- In the event that the visitor refuses to comply, a member of the Senior Leadership Team (SLT) should be informed promptly and the person should be escorted to the office to leave the site promptly.
- SLT 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, the police will be called to remove them.

3. Governors and Regular visitors/volunteers

- 3.1 All visitors/ Governors and regular volunteers must comply with safeguarding requirements, by completing a DBS disclosure (if not already held) and if they are in regulated activity a DBs with a barred list check, details of the check must be available to the school office so that they can judge the level of supervision required.
- 3.2 All regular visitors and should follow the procedures as stated in 1.3 of signing in and out of the Inventory system, wearing the red visitor lanyard with the photo badge clearly on display.
- 3.3 New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher
- 3.4 New volunteers will be asked to comply with this policy at their induction meeting with the Headteacher/HR Director before coming into the school for an activity or class supporting role.
- 3.5 Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/job/faith) however under no circumstances should they be left unsupervised. The Headteacher/HR Director must give permission before any such visit takes place.
- 3.6 **All regular parent helpers must be DBS checked.**
- 3.7 All parent visitors should follow the procedures for signing in and out and displaying a photo badge as stated above.

4. Contractors/ 3rd party workers on Site

- 4.1 Contractors and people engaged to carry out works on site should follow the procedures set out in section 2. It is expected that the site manager should be aware of their visit.
- 4.2 In addition to safeguarding procedures all contractors due to work on site should be shown the PAMP and areas of known asbestos in the school building/premises and sign the form to show that they are aware.

5. Expectations in school

5.1 Dress code

All visitor should consider the manner of their dress and appearance, including tattoos and piercings, to ensure they look professional. All visitors should ensure they are dressed decently, safely and appropriately, for the tasks they undertake. Additionally, excessive piercings and large tattoos must be removed/covered up to promote a professional appearance, this is not considered to be discriminatory.

5.2 Smoking

The school has a no smoking policy in all areas of the buildings and grounds. Smoking anywhere within the school's boundary is strictly prohibited; this includes any type of electronic or vape device.

5.3 Mobile phones

It is not acceptable to have mobile phones switched on at all during lesson times. Visitors must not use mobile phones/smart phones to talk, text, take photos or access the internet on their own device while walking round the school premises or in any areas where pupils are present.

5.4 Social Media

Visitors must not post messages, pictures or videos online about the school without prior permission from the Headteacher.

6. Linked policies

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

- Child protection/safeguarding policy
- Health and safety policy
- Data Protection policy
- Social Media Policy
- Use of (Smart) Phones Policy
- Recruitment policy

Appendix 1 – Safeguarding Flowchart for reporting concerns

If you have any safeguarding concerns about a pupil or the conduct of staff while you are on site please report this to the people below

Safeguarding Flowchart for reporting concerns

**You have concerns about a child's welfare
at Beech Hill School**

**Serious concern for child's welfare
(eg child at risk of harm)**

**Discuss your concerns with
DSL/DDSL and/or write down your
concerns using the pink form in
Appendix 1:**
Date and time that you obtained the
information
Outline the nature of your concerns
Keep to the facts and evidence - don't
give your opinion.
Pass your written concerns onto
DSL/DDSL (Designated Safeguarding
Lead/Deputy Designated)

**Concerns discussed by DSLs
Decision on how to proceed taken by
DSL (Designated Safeguarding Lead -
Child Protection) - Shameem Hussain
(Senior DDSL) if DSL is unavailable.
Samantha Bowling (DDSL)
Sara Cockcroft (DDSL)**

**Refer to Children's
Social Care following
procedure outlined in
school's Safeguarding**

**Onward referral to the
appropriate agency**

**Minor Concern (eg child not
had breakfast/ unwashed)**

**Complete a Learning Mentor
Referral form in Appendix 2
and pass onto Learning
Mentor
Mandi Hunter, Afzal Hussain,
Marie Lee (LMs)**

**Concerns discussed by the
Vulnerable Children Team
Samantha Bowling (DDSL),
Sara Cockcroft (DDSL)
Lewis Hoyle (DDSL)
Rebecca Creighton (DDSL)
Mandi Hunter (DDSL)**

**Monitor and support in
school**