



# **HEBBURN**

Comprehensive School

## **School Visitor Procedure**

# Procedure for School Visitors

## Statement of Intent

- We will ensure that all visitors receive a warm, friendly, and professional welcome to Hebburn Comprehensive School.
- The school has a 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.
- The school therefore requires that **ALL VISITORS**, without exception, comply with the following policy and procedures.

## Objective

- To have in place a clear protocols and procedures for the admittance of external visitors to the school which is understood by all staff, governors, visitors, and parents.

## Procedures

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary), 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
- All external visitors entering the school site during the school day or for after school activities, including the police, peripatetic tutors, and sports coaches.
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education-related personnel
- Building & Maintenance contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

## Protocols and Procedures

### Visitors To The School

- Once on site, all visitors must report to the school reception, which is located opposite the main staff car park. No visitor is permitted to enter the school site via any other entrance under any circumstances. Visitors will not be allowed access to the sports hall car park.
- 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 electronic signing in system located in reception. Visitors must record their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear the identification badge that is printed from the system. 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 the school site. The visitor must not be allowed to move around the site unaccompanied, unless they are registered on the Approved Visitor List and have the correct level of DBS, including LIST 99 check.

### Approved Visitors' 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, clear enhanced DBS check and this has been registered on the School's Single Central Record **AND**
  - A current clear DBS children's with children's barred check has been undertaken if in regulated activity **AND**
  - Confirmation by letter has been received, from the employer, that pre-employment checks have been undertaken
- A visitor with an enhanced DBS must not be left unsupervised with children. If a barred list check has not been completed on the DBS form.
- Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in. A copy of the approved visitor list will be kept at reception at all times.

### Visitors' Departure from School

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

- A member of staff should escort the visitor to the reception.
- They must sign out using the electronic signing out system.
- Return the identification badge to reception and depart through the main entrance at reception.

## Unknown/Uninvited Visitors to the School

- Any visitor to the school site who is not wearing a visitor's lanyard 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 in 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 Leadership Team informed.
- The Senior Leadership Team 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 volunteers must adhere to the relevant DBS checks, including Section 128 checks.

For governors.

- Thereafter, procedures as per above will apply.
- 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 Head Teacher and 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**.

