

Visitor Policy

Al-Khair Secondary School



Approved by:	Proprietor	Date: 17.07.2019
Last reviewed on:	09.07.2020	Mrs Aisha Chaudhry
Next review due:	01.01.2021	GB

1. Policy Statement

Al-Khair School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also 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, nuisance or inappropriate influence. It is the responsibility of the Head teacher and other members of SLT to ensure that this duty of care is followed at all times. In performing this duty, the school 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.

2. Policy Responsibility

The Head teacher is the member of staff responsible for implementation, coordination and review of this policy. The Head teacher will also be responsible for liaising with the school's Facility/Premises Manager, Business Manager, Caretaker, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Head teacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

3. Aim

To safeguard all children within 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 Al-Khair School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

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, visitors and parents and adheres to child protection and safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

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), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. **Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.**

The policy applies to:

- All external visitors entering the school site during the school day or after school activities (including tutors, sports coaches, and topic related visitors e.g. authors and journalists etc.).
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, health professionals etc.).
- Building & maintenance and all other independent contractors visiting the school premises.
- **During pandemics, parents and any unnecessary visitors will not be allowed to enter school premises.**

6. Protocol and Procedures

6.1 Visitors Invited to the school:

- a) Before any visitor is invited to the school, the Head teacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school diary this will be discussed as part of the regular review of the diary and at senior leadership team meetings.
- b) When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:
 - Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school diary.
 - All visitors must report to the school reception desk in the general office.
 - At reception, 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 electronically.
 - All visitors will be required to wear a visitor identification badge. The badge must remain visible throughout their visit.
 - All visitors will be given the appropriate safeguarding, health and safety and visitor's code of conduct etc. before they leave reception.
 - Visitors will then be escorted to their point of contact **or** their point of contact will be asked to come to the school reception to receive the visitors. 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 the school has completed the relevant checks (though DBS) or has received details of this through the organisation employing the visitor.
- c) On departing the school, visitors should leave via the school reception and:
 - Sign out.

- Return the identification badge to the school office.

6.2 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, supply staff and health professionals). 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 Schools Central Record AND
- b) A current clear DBS children's barred check has been undertaken.
- c) Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge having been entered onto the visitor's electronic register).

6.3 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. 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.

Under the Summary Offences Act, the Head teacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

6.4 Volunteers

All parents and other volunteers (such as business partners) must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role. All visitors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Head teacher and SLT.

6.5 Buildings and Maintenance Contractors

All contractors follow the procedures as set out in 6.1. When pupils are on the premises, the contractors must be supervised at all times by the Facility/Premises Manager or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they

have a valid DBS which has been checked and verified by the SLT and they have been briefed on H&S, Safeguarding policy & evacuation procedure. All contractor visits will ideally be booked for when a member of SLT or premises/facilities manager is onsite unless it is an emergency, in which case staff on site will be informed.

6.6 Parent Visitors

Partnership with parents is a strong and unique feature which we wish to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to the **'Classroom Zones'**.

Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will then be escorted to their point of contact **or** their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

If the parent needs to visit a room in a classroom zone for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences).

Exceptions to this are when there is a planned school or classroom event (e.g. Come and Read, Family Breakfast, Eid Parties, Charity Events, etc.), in which case school staff will be available to oversee parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

6.7 Ex Pupils and Ex Members of Staff

Ex Al-Khair pupils and ex members of staff may request or arrive at the school for a visit. They must be signed in and be fully supervised at all times.

7 Staff Development

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

8 Linked Policies

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

- Child Protection and Safeguarding Policy
- Healthy and Safety Policy
- Keeping Children Safe in Education 2020

Appendix: 1

Visitor Code of Conduct

1. On arrival on the School site, visitors must sign in electronically at the School Office with the details of their organisation and purpose of the visit and provide photographic I.D. to the School Office staff.
2. Visitors will be given an identification badge. School Office staff will bring the School's emergency evacuation procedures to the visitor's attention.
3. Visitors must wear this identification badge in order that it can be seen at all times during their visit.
4. Visitors must be accompanied by a staff member throughout their visit.
5. Visitors must leave the School via the School Office, return visitor badge and sign out.
6. If visitors notice any unsafe or inappropriate behaviour or health and safety issues, they must report them to the School Office.
7. Visitors must take reasonable care of their own health and safety and that of others at the School.
8. Visitors must not reveal to anybody outside School personal information they may learn in the course of their visit.
9. Visitors undertake that they will abide by the School's equality commitments, that they must make no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs and must not introduce extremist material into the school.
10. Should there be an emergency evacuation; a member of staff will accompany visitors out of the building and to the nearest assembly point.
11. Visitors must observe the School's no smoking policy (including e-cigarettes) on all School premises.
12. Visitors must not take photographs, which include pupils, or members of staff.
13. All visitors and contractors are responsible for their own personal possessions and in case of any loss and damage school will not be responsible.

Please sign to confirm that you have understood the Code of Conduct and the School's Safeguarding Information for visitors.

During pandemics, parents and any unnecessary visitors will not be allowed to enter school premises.

Date: _____

Name: _____

Sign: _____

Appendix: 2

VISITING SPEAKERS AGREEMENT

As part of our safeguarding procedures, we ask all visitors to complete, sign and return the agreement below prior to any presentation being delivered in the school.

As a visitor to the school I undertake to agree to the following terms and conditions:

1. The presentation will be age appropriate.
2. Appropriate language and behaviour will be used at all times.
3. The presentation will not spread intolerance in the community and thus aid in disrupting social and community harmony.
4. I will not incite hatred, violence or call for the breaking of the law.
5. I will not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any acts of terrorism.
6. I will seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
7. I will adhere to the school's equal opportunities and safeguarding policies.
8. I will send a copy of the presentation / speaking notes to the appropriate member of staff at least one week prior to the presentation taking place.
9. I have read and understood the Visitors Policy.

Signed: _____

Date: _____

Print Name: _____