

Visitors policy

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Review	K Kerr	March 2016	✓
Approved	Board of Governors	June 2016	✓

To be published on the following:	
Staff Portal	✓



Introduction

The School welcomes a large number of different visitors during the course of a year. Allowing access to the School plays an important part in both the educational and charitable purposes of the School and is encouraged wherever possible. However, all access to the School must be controlled for the safety of the pupils, the visitors and school property and this procedure lays out the controls in place for visitors on different occasions. All members of staff are responsible for safeguarding in the School and should stop any person who is unfamiliar and not wearing a visitor's pass or obviously attending an event. No visitor should be left alone with a pupil.

This policy does not cover procedures for people who are working on site. There are detailed safeguarding requirements for anybody working in school whether they are regular members of staff, contractors, volunteers, peripatetic staff or agency employees. HR must be contacted well in advance of a new worker of any kind, including those who will not be paid, attending school for the first time. In some cases a risk assessment and some basic checks will be sufficient to allow the work to proceed under supervision but for others full DBS checks will be necessary. Detailed information about this is available in the School's Recruitment policy and within *Engaging ad hoc or short-term visiting workers* both of which are available on the staff portal.

Access

The main school entrance is controlled by Reception. All other school entrances are controlled by pin pad devices. Access for visitors should only be via Reception and visitors should not be allowed to enter or leave via other entrances by staff or students.

Other than when attending a supervised school event, all visitors to the School between 7.30am and 6.00pm are required to sign in and out at Reception. A visitor's pass will be issued and must be worn and displayed prominently at all times whilst on school premises. Visitors will be asked for photo ID on arrival unless they are already known to the School.

Visitors arriving at the car park should either be met by the host member of staff and escorted to Reception to sign in or be directed back out of the car park gate to the main school entrance once they have parked.

Casual Visitors eg people coming for a meeting

Reception should be notified of any expected visitors. On arrival they should be checked off against the list and given a visitor's pass. Visitors who will be engaging with pupils should be asked to bring photo ID (a company ID card for example) if they are not already known to the School. The person hosting the visitor should be called and is then responsible for the visitor until he or she leaves the school after signing out. Whilst visitors do not have to be supervised at every moment, the host must know where they are at all times.

Parents

Reception should be notified in advance of an expected visit from a parent. Parents must always be signed in and out of school during school hours, be given a visitor's pass and be asked to wait on the Marble until the member of staff with whom they are meeting arrives to collect them.

Events

People visiting for events should normally be managed within a space and as a group wherever possible. Different arrangements will be appropriate in different circumstances but in all cases a member of staff must be responsible for visitors who are in school and for identifying how they will be managed on a particular occasion. The following general guidelines should be taken into consideration:

- **Concerts, parent discussion evenings, choral society rehearsals and similar**

Visitors should only be allowed into school once the staff responsible for the event are ready. The visitors should be directed to the venue and access to the wider school should be controlled.

- **Sports events**

Visiting teams should be met at reception and escorted to the playing area. The member of staff responsible should know how many away team members are in school and should therefore be able to confirm that all are accounted for in the event of a fire evacuation. Visiting coaches and spectators at the main school site, including SPGS parents, should sign in at reception as normal and be directed to the location of the fixture. Spectators at the sports field will be admitted by the person responsible for the gate and will be supervised within the controlled space.

- Pupils from other schools attending rehearsals or smaller departmental events should be met at reception and escorted to the correct location. The member of staff responsible for the event is responsible for ensuring the visiting pupils are properly supervised and for knowing the number of pupils present in case of evacuation.
- Where adults, including teachers, from outside school will be taking part in an event and/or working with pupils, it is likely to be necessary to complete a safeguarding risk assessment. Advice may be sought from the Deputy Head, Director of Pastoral Care or HR.

Governors

School governors undertake safeguarding checks similar to those for members of staff. On first appointment these checks may not have been completed and the governor should then be fully supervised whilst in school. All Governors are required to sign into school and wear ID badges when they visit.

Visiting Speakers

The Prevent statutory guidance requires the school to have clear protocols for ensuring that all visiting speakers are suitable and appropriately supervised. This applies whether the speakers are booked by students or staff. In all cases a risk assessment must be completed in advance of the person coming to speak at the school. This should be submitted to the Director of Pastoral Care's office no less than 48 hours before the event. Further checks on the speaker will then be undertaken where necessary. The Director of Pastoral Care may decide to cancel or postpone an event if she has any concerns about the speaker. Records of all visiting speakers will be retained by the school. Visiting speakers must be asked to bring their passport or photo driving licence with them on the day of their visit.

Dealing with intruders on site

An individual who has not followed the established visitors procedure may or may not pose a threat to safety but in any event should be questioned to establish the purpose of their visit. Any member of staff who observes an individual who appears suspicious, out of place, unfamiliar or lost should take the following action:

- Approach the person and explain that visitors must report to Reception or ask them who they are on site to see. If required, escort them to reception.
- If the person appears agitated or refuses to leave, staff should alert Reception immediately who will make contact with caretakers / senior staff.
- If the person poses a clear threat, staff should not put themselves in danger and inform Reception immediately, giving a description of the person and their location on site.

Pupils

Pupils receive guidance on interacting with visitors to the School. Any pupil who is concerned about a visitor should speak immediately to a member of staff.

School staff are reminded of the arrangements for visitors and this policy annually. Any concerns about a visitor should be reported to the High Mistress or Director of Pastoral Care immediately.

This form can be completed electronically

St Paul's Girls' School

Safeguarding Risk Assessment for Events Involving Visiting Adults

This form should be used for events or meetings where adult visitors will or may have access to students eg interview practice events. Different arrangements apply for visiting speakers, for employment and volunteering and for performance/sports events.

Name (or attach list) :
Intended Date/s:
Frequency if ongoing:
Type of assistance/visit including details of anticipated interaction with students:
Proposed level of supervision:
Any additional information including information known about the person/people within the school and checks that have been completed eg are all the visitors employees of another school:

To be completed by HR Department/Head of Department/Event Organiser:

Is this regulated activity? Yes No		
If yes, the person must be treated as a member of staff and be fully checked		
If no, complete Risk Assessment below		
Risk Assessment to be completed if NOT in regulated activity		
Level of Perceived Risk, with Reasons, before Mitigation		
High	Medium	Low

Mitigation including Nature of Supervision:		
Details of Any Checks Required to Mitigate Risk eg interview or meeting. All visitors should be asked to bring photo ID:		
Level of Perceived Risk after Mitigation		
High	Medium	Low
Decision		
Risk post mitigation must be low in order for visitors to attend without further checks		
Person may work with the mitigation described above in place	YES	

..... Date

Director of Resources or Deputy Head, Director of Pastoral Care

..... Date

Supervising Manager (member of staff with overall responsibility for the person/people whilst in school, usually Head of Department).