



# AVANTI SCHOOLS TRUST

## School Visitor Policy

**September 2020**

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<b>Avanti Hall School</b>	
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Author/Owner	Billy Lee
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**Authorisation Control:** This document has been approved by the individuals:

Name	Department/or role	Date
Suzanne Flack	SW Hub Trustee responsible for Safeguarding	
Billy Lee	Policy Owner (Responsible)	
Phil Arnold	Principal (Accountable)	

Once approved, a copy of this document should be sent to the following for information only.

Name	Department or Role	Date
Molly Warrington	Chair of SW Hub Governance Board (informed)	
Beth Souster	Clerk to SW Hub Governance Board (Informed)	

# **School Visitors Policy and Procedures**

## **Policy Statement**

Avanti Hall School's children and staff assure all visitors a warm, friendly and professional welcome to our school, whatever the purpose of their visit. The School has a legal duty of care for the health, safety, security and well-being 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 SW Hub Board of Trustees and Senior Leadership Team to ensure that this duty is uncompromised at all times.

In performing this duty, the SW Board of Trustees 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.

## **Policy Responsibility**

The Principal is the member of staff responsible for implementation, co-ordination and review of this policy. The Principal will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Principal. The day to day operation of this policy often falls to the Business Support Manager, however all staff have a duty within this policy to ensure that it is adhered to.

## **Aim**

To safeguard all students under the school's responsibility during school hours, and whilst engaged in curriculum and out of school activities which are arranged by the school.

## **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, trustees, visitors and parents and conforms to child protection and safeguarding guidelines.

## **Where and to Whom the Policy Applies**

The school is deemed to have control and responsibility for its students 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.

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 teachers, sports coaches etc.)
- All members of the SW Hub Board of Trustee
- All members of the Avanti Schools Trust
- All parents and volunteers
- All students
- Other Education related personnel e.g. Education psychologist, LA support officers
- Other Health Related support e.g. school nurse, OT

- Building and Maintenance personnel and all other independent contractors visiting the school site
- Independent contractors who may transport students on minibuses or in taxis.

## **Protocol and Procedures**

### **Visiting Speakers**

If a speaker or presenter is unknown to the school, prior to the visit, an internet search will be carried out under the Prevent duty to ensure that they do not promote radical views. All speakers when speaking will have a member of staff in the room to monitor the talk. For further guidance, please refer to the Avanti Hall School No Platform Policy.

### **Visitors to the School**

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below:

- Visitors must identify themselves at the main pedestrian gate by speaking clearly into the microphone and looking at the camera.
- Once allowed on site, all visitors must report to reception which is Thomas Hall. Thomas Hall has the same security system as the gate and visitors must identify themselves again. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification on request.
- All visitors will be asked to sign in. They will be issued with information about the school and a lanyard and identification badge.
- Visitors with Enhanced DBS checks or Letters of Assurance will wear green lanyards, other visitors will wear red. A red lanyard signifies a visitor that must be accompanied at all times.
- All visitors will be required to wear this identification badge. It must remain visible throughout their visit.
- All visitors will be asked to read the short safeguarding information booklet for visitors and be made aware of the DSL and safeguarding team.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive their visitor. The contact will be responsible for their visitor while they are on site.

### **Contractor's List**

The School will hold an approved contractor's 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 a copy has been registered on the School's Central Record. Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in).

### **Visitors Departure from the School.**

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

- Sign out

- Return their identification badge and lanyard to reception

A member of staff should escort their visitor to the reception.

### **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. If the challenge results in a plausible explanation the visitor should then be escorted to reception to sign in and be issued with an identity badge. The procedures under "Visitors to the School" 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 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.

### **Trustees and Volunteers**

All trustees and volunteers must complete a DBS disclosure form. The school will ensure that all trustees and volunteers will have a current DBS certificate and a copy of its number is noted in the School Central Record.

Trustees and Volunteers will follow the same procedure as other visitors to the school and sign in at reception. New governors will be made aware of this policy and be made familiar with its procedures as part of their induction programme. This is the responsibility of the Chair of the SW Hub Board of Trustees, the SW Hub Director and the Principal.

New volunteers will be asked to comply with this policy by the member of staff that they first report to when coming into school for an activity.

### **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.