Visitors Procedures

Objectives

To have in place clear procedures for the admittance of external visitors to the school which are understood by all staff to be governors, contractors, external agencies and parents and is in line with child protection and safeguarding policy.

Who these procedures apply to;

The school has responsibility for the safety of its pupils anywhere on the school site, during normal school hours and on school organised (and supervised) off-site activities.

The procedures apply to:

- All staff employed by the school
- Agency Staff
- All external visitors entering the school site during the school day
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel i.e. Students on placement
- Building & Maintenance and all other Independent contractors visiting the school premises
- Taxi Guides

What do our lanyards mean?

<table>
<thead>
<tr>
<th>Colour</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Visitor must not be left unsupervised at any time with the pupils or around the school/centre</td>
</tr>
<tr>
<td>Amber</td>
<td>People who have undergone all the statutory checks; ID/Right to work and have an Enhanced DBS with children barred list check an example this is agency staff.</td>
</tr>
<tr>
<td>Green</td>
<td>Contracted COBS staff – who have undergone all the statutory checks; ID/Right to work and have an Enhanced DBS with children barred list check.</td>
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</tbody>
</table>

1. Visitors to the School

All visitors to the school will comply with the following procedure:

- Immediately report to the school/centre reception area on arrival
- Provide their details to the Office Manager, including;
  - Name
  - Purpose of visit
  - Sign-in using the Visitors Management System
  - Display ID badges and appropriate lanyard provided at all times whole of school property
  - Sign-out using the Visitors Management System

Jan 2020
- Return ID Badges and lanyard to the Office Manager before departure

- Visitors are provided with Safeguarding & Advice Leaflet and asked to read the Child protection/Safeguarding statement situated at reception.
- Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.
- If they have not undergone the necessary DBS (with children barred list check), ID and Right to work checks, visitors will be escorted to their point of contact OR their point of contact will be asked to come to reception to receive their visitor.

Exceptions

- Visits to the school by contractors are governed by our Contractors’ Policy.
- Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other ‘by-invitation’ school activities will be exempt from the visiting procedures outlined above.
- Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the school hall, etc.).
- Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.
- Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

2. Visitor who have regulated activity 3 times in a 30 day period

City of Birmingham School will include those visitors who will have regulated activity with pupils 3 times in a 30 days period on to the Single Centre Record. The following process must be followed;

- These visitors MUST follow the same procedures on entry to the premises as stated in section 1.
- A current clear enhanced DBS disclosure (with barred list check) number, date and ID must be provided on arrival to the centre these must be verified by the Office Manager and the necessary details logged onto the VMS dashboard.
- The Office Manager must complete the SCR Form for these visitors and send to the School Management Office for inputting on the SCR.

3. 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 what the purpose of their visit is, if they have a legitimate reason for being at the school, they should then be escorted to reception to sign-in and be issued with an identity badge and appropriate coloured lanyard. The process and procedures under section 1 will then apply.

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 (these incidents should be then be reported to the Lead DSL).

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4. **Staff Development and Awareness**

As part of their induction, new staff will be made aware of these procedures for visitors to the school and asked to ensure compliance with its procedures at all times.

**Linked policies**

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

- Safeguarding and Child protection policy
- Confidentiality Policy
- Healthy and Safety Policy
- Data Protection Policy
- Contractors Policy (Draft)

Monitoring and review: Annually
Next review: Jan 2021
Responsible person: Nesrim Mesnani (SBM)