



## School Visitor Policy

### IAN MIKARDO HIGH SCHOOL

#### Version Control

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## **Ian Mikardo High**

### **School Visitors' Policy**

#### **Purpose**

This policy statement aims to set out our school's arrangements for school visitors.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access.
- Details of premises or facilities to be provided to a person who is given access.

Students at Ian Mikardo High School are extremely vulnerable and our wholehearted commitment to their welfare and wellbeing makes Child Protection and safeguarding fundamental to our work. We are aware of our Duty to Prevent and regard this as the responsibility of everyone who works in the school. Our approach is child centred, in that it focuses on the best interests of the child at all times, and it is co-ordinated.

#### **1. Policy Statement**

Ian Mikardo High School (IMHS) 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 students, staff and volunteers. This duty of care incorporates the duty to safeguard all students from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and Senior Leadership Team to ensure that this duty 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) to comply with the following policy and procedures.

Failure to do so may result in the visitor's escorted departure from the school building.

#### **2. Policy Responsibility**

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

### 3. Aim

To safeguard all students 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 Ian Mikardo High School can learn from and enjoy curricular and extra-curricular 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, volunteers, governors, visitors and parents/carers 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 students anywhere on the school premises, 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, volunteers, students and parents/carers involved in the task of delivering or collecting students at the start or end of the school day.**

The policy applies to:

- All governing board members of the school.
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- All parents/carers and volunteers.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

### 6. Protocol and Procedures

#### 6.1 Visitors Invited to the school:

- a) Before any visitor is invited to the school, the Headteacher, 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 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 at the main entrance.
  - 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 the school's visitor register making note of their name, organisation, who they are visiting as well as the date.
  - 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 school information leaflets 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 visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the building 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 visitors badge to the school office.

## 6.2 Approved Visitor (External Agency)

The School will hold data for approved visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify as an approved visitor you 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) Approved Visitors **MUST** follow the same procedures on entry to the premises (i.e. come to reception and receive a visitor's badge having been entered onto the visitors register). A list of such approved visitors is kept by the Office Manager responsible for HR and the Single Central Record.

## **6.2 Unknown/Uninvited Visitors to the School**

Any visitor that attends the school building 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 Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

### **6.3 Governors and Volunteers**

All parent/carers 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 trustees now require an enhanced DBS check (March 2016). Trustees will be treated the same as any adult volunteer and added to the approved Visitors List. They should sign in and out at reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

### **6.4 Buildings and Maintenance Contractors**

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

### **6.5 Parent Visitors**

Partnership with parents is a strong and unique feature of IMHS which the school wishes to preserve. At the same time, the safeguarding and wellbeing of students and staff must be maintained. Parents/carers 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/carer 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).

### **6.6 Ex Students and Ex Members of Staff**

Ex-IMHS students 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. Check List for Members of Staff Organising Visits from External Agencies

Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to students.	
Staff arranging speakers at the school must notify the Headteacher in advance of the plans so that he can be assured that the appropriate checks are carried out to ensure messages delivered are appropriate and align with the stated values of the school.	
Check (or ask a member of SLT to help with this) that the visitor comes from an organisation which has values which align with those of the school.	
Agree in advance for details of what the content of the talk/lesson will be.	
Before the visit, discuss with the visitor how the session fits in with the school's programme, scheme of work, values and ethos.	
Discuss and agree aims of session, professional boundaries, including responsibility for classroom behaviour management.	
Inform the visitor of age and ratio of students' background, ethnicity and culture of students, special educational needs/disability of student.	
Provide access to relevant school policies e.g., SRE, Drugs Educations, and risk assessments, as appropriate.	
Inform relevant people of the presence and remit of the visitor, e.g., school office in advance for the diary and visitor badges.	
Inform students in advance of the activity.	
Provide the visitor with a named contact.	
Organise meet and greet arrangements.	
Ensure the relevant teaching staff are present during the session and responsible for class discipline.	
Ensure the activity meets Health and Safety guidelines.	
Ensure the visitor / external agency is thanked for their contribution.	
Give students time to reflect on what they have learned.	

## 8. Staff Development

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

## 9. Linked Policies

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

- Child Protection and Safeguarding Policy
- Behaviour and Anti-bullying Policy
- Safer Recruitment Policy
- Volunteer Policy
- Healthy and Safety Policy
- Fire Safety Policy

- Emergency Evacuation Plan
- Provider Access Policy Statement
- Keeping Children Safe in Education (latest version)

**Key Contacts:**

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- Claire English (AHT): 07845441230
- Karen Raftery – Head of 6th Form and Careers: 07894167902
- Lynn St Phillip-Ross - Education & Welfare Officer: 07947272480
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- Jason Levine - Designated Mental Health Lead: 07449537485