ARNOLD LODGE

RESPICE FINEM · est.1864

4 - 18 yrs Co-educational Independent Day School

School Visitor Procedure

This policy sits as part of our safeguarding suite for the whole school, including EYFS.

Approved by:	Dai Preston, Headteacher & Director Sanj Dhadda, Operations Manager & Director	**Date:**	28th August 2024

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Next Review Due: August 2025

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1.   Introduction

Arnold Lodge School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The school has a legal duty to care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates that duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility for the Board of Directors, Headteacher and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Directors recognises that there can be no complacency where child protection and safeguarding procedure are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following procedure and procedures. Failure so do may result in the visitor's escorted departure from the school site. The Board of Directors and Headteacher also have a duty of care to ensure staff are not abused or harassed in any way by parents, carers or members of the public.

2.   Procedure responsibility

The Headteacher is responsible for implementation, coordination and review of this procedure. The Headteacher is also responsible for liaising with the schools site staff and Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Headteacher.

3.   Aims

It is the responsibility of the school to safeguard all children both during school hours and during out of school activities which are arranged by the school. The ultimate aim is to ensure that children at Arnold Lodge School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

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 conforms to child protection and safeguarding guidelines.

5.   Types of visitor

There are a number of different types of legitimate visitors to a school.
> Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
> Visitors attending to work with children in roles such as peripatetic tutors, sports coaches.
> Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
> Other legitimate visitors i.e. parents, parent helpers, Independent School Inspectors.

6.   Where and to whom the procedure applies

The school is deemed to have control and responsibility for its children anywhere on the school sites during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The procedure 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 tutors, sports coaches and topic related visitors).
> All Directors of the school.
> All parents and volunteers
> All pupils and former pupils
> Other Education related personnel (Inspectors, External Advisors)
> Building and Maintenance and all other Independent contractors visiting the school premises.

7.   Parents and Carers as Visitors

Parents who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at reception. They must not leave their child without speaking to the School Office or someone in authority and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

8.   Protocol and Procedures – Visitors to the School

Visitors to the school may be asked to bring formal identification with them at the time of their visit and/or to produce identification upon arrival (unless they are named on the Approved Visitors List as set out below). They must follow this procedure:

> All visitors to the school must report to Reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
> Once on site, all visitors must state the purpose of their visit and who has invited them or who has agreed to meet with them. They should be ready to produce formal identification upon request.
> All visitors will be asked to sign in using our electronic visitor management system (EVM). A record will be taken of their name, organisation, who they are visiting, the time and their car registration.
> All visitors will be required to wear and identification badge – the badge must remain visible throughout their visit.
> Visitors will be asked to remain in reception until their point of contact collects them. 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 they are registered on the Approved Visitor List.
> If a visitor becomes abusive or aggressive they will be asked to refrain from this behaviour. If the abusive/aggressive behaviour persists, the visitor will be asked to leave the school and warned that police assistance will be called for.

New visitors to the school who are not on the school's Approved Visitor list will need to undergo verification checks.   Upon receiving confirmation that a visitor will be attending school the member of staff responsible for arranging the visit should immediately inform the Operations Team and provide the following information:

> The full name and address of the visitor and/or their employer
> Contact phone number and email address of the visitor and/or their employer
> Date of the visit
> Purpose of the visit

The Operations Team will complete the Visitor Checklist attached to this Procedure and carry out the appropriate verification checks. Once these are complete the member of staff who has arranged the visit will be informed.

If the visitor requires unsupervised contact with pupils and does not subscribe to the DBS Update Service or we are unable to obtain confirmation from their employer that all pre-employment checks have been carried out and they do not have a current Enhanced DBS Certificate, the Operations Team will require at least **6 weeks' notice** of any pending visit to enable the required verification checks to be completed.

9.   Approved Visitor List

The school holds an Approved Visitor List for visitors who frequently visit the school to undertake work within the school but who are not employees of the school, for example Contractors, Occupational Therapists, Trainee Teachers, Speech Therapists, Carers Advisors, Educational Psychologists, and Social Workers.

The school's Operations Manager is responsible for ensuring that the school has an accurate and up to date Single Central Record (SCR).

In accordance with the current Keeping Children Safe in Education (2021), it is a requirement that relevant visitors from external agencies are recorded on the SCR.

All visitors who are on the Approved Visitor List, and the school's SCR will be required to have an enhanced DBS check with barred list check as necessary. This is the responsibility of the employing organisation, not the school (the only exception being volunteers). For complete clarity, no copy (electronic or hard copy) of an individual's DBS will be retained by the school. The following information may be recorded on the school's SCR:

> Date of issue
> Name of subject
> Level of Disclosure
> Unique certificate number of the Disclosure

Visitors who will not be engaging in regulated activity in school, for example parents, carers, people attending interviews, meetings or carrying out work under supervision, are not required to be listed on the school's Record, however the school will list contractors who, whilst not working in regulated activity, will have access to children around the school site.

The school's Single Central Record informs the Approved Visitor List. The school will always seek to inform visitors if they are required to undergo relevant safeguarding checks prior to their visit to allow them to be placed on the Single Central Record and the Approved Visitor List.

This will include receipt by the school of confirmation that an external organisation has carried out appropriate safeguarding checks. The school will not accept 'blanket' confirmation from external organisations that their staff have been subject to the required checks; confirmation must relate to named individuals and provide information specific to them. Nor will the school accept copies of letters from organisations which are presented by the individual arriving on site; written or email confirmation must be received directly from the relevant organisation.

To qualify for the Approved Visitor List the person must have demonstrated that:

> They have a current clear enhanced DBS check and this has been registered on the schools SCR (A current DBS is defined as no more than 3 years old) and one where the individual is signed up to the update service.
> A clear current DBS children's barred check has been undertaken.

> A letter has been received from the employer that requisite pre-employment checks have been undertaken.

A copy of the Approved Visitor List must be accessible by reception staff at all times. Visitors on the approved list must report to reception and sign into the EVM upon arrival.

All visitors should wear a lanyard when on the school site. Those visitors on the Approved Visitor List should wear a white badge with their lanyard. Visitors requiring supervision on site should wear a red badge with their details so that they are more easily identifiable.

Visitors on the Approved Visitor List may move freely around the school site to carry out work.

10. Parents as volunteers

Parents who are assisting in school as volunteers must follow the signing in process and be greeted at Reception by the contact/member of staff who has arranged for the parent to assist at school. The contact will then be responsible for them while they are on site. The parent volunteer must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

11. Visitors in class/Assembly Guidelines

The Headteacher must always be informed about any plans to invite any visitors into the school.

Staff should consider the following points when inviting a visitor(s) into school:

> Does the visitor come from a 'legitimate' organisation/source?
> Will the visitor be supervised?
> What is the visitor providing that the school cannot?
> Does the visitor have aims and objectives of their own?
> Are the visitor's aims and objectives compatible with those of the school?
> Will the visitor's input be appropriate to needs, age and maturity of the audience?
> What teaching methods will the visitor use?
> What materials will they be bringing?
> Is there a need for the pupils to prepare prior to the visit?
> What resources will the visitor require?
> Is there a cost involved? For the day

In addition staff should also consider the following points for the day of the visit and the appropriate members of staff should be consulted in advance of the visitor's arrival.

> How long is the session?
> Who will attend?
> Which members of staff will attend and what will be their role?
> What venue/equipment will be used / who will prepare it and then clear it away?
> How will the input be evaluated and by whom?
> If required how will the visitor be provided with feedback?
> How will the school receive feedback from the visitor?
> After the visit
> Is there a need for another/further visit(s)?
> How will the pupils feedback?
> How will the visitors input be integrated into other lessons?

> What was the impact of the visit and can it be measured under the authority regulations, staff by prior arrangement.

12.   Departure Procedure

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.

In the event that a visitor refuses to comply, they should be asked to leave the school site immediately and the Headteacher should be informed promptly.

The Headteacher will consider the situation and decide if it is necessary to inform the police.

If an unknown visitor becomes abusive or aggressive they will be asked to leave the site immediately and warned if they fail to leave the school grounds police assistance will be called for.

13.   Fire

Visitors will be appraised of fire, health and safety procedures when attending the School. In the event of a fire they will be guided to the nearest fire assembly point by the member of staff supervising or hosting their visit.

In the event of a fire alarm the Operations Team is responsible for taking the EVM and Fire Register to the fire assembly point (this includes during a fire drill).

14.   First Aid

In the event of a medical emergency visitors will be directed to the School Nurse.

15.   CCTV

Visitors should be aware that the School site is monitored by CCTV. The School uses CCTV for the purpose of a public task duty; the management and security of the site, monitoring health and safety and safeguarding of the pupils, parents, visitors and employees on site. By using CCTV, the School can monitor occurrences on site and also the security of the buildings and grounds.

Closed Circuit Television 'CCTV' and its use is governed by the Data Protection Act 2018 (DPA) and the General Data Protection Regulation 2016 (GDPR). For further information please refer to our CCTV and Data Protection Policies.

16.   Parking

We ask that all drivers help us to ensure that our children are kept safe. All drivers must exercise care and vigilance when manoeuvring their vehicle in the car park and must conduct a visual risk assessment.

Cars must be parked in the allocated spaces. Parking is at the user's own risk and the school accepts no responsibility of liability whatsoever for any damage caused by any means to vehicles parked on the school grounds, their contents or persons travelling as passengers or drivers.

All drivers are asked to abide by the one way system upon entering the car park. Visitors should only park in the bays designated for visitors.

We ask that parents/carers do not use the car-park as a pick up point at the end of the school day. Our School Minibuses require constant access to our school entrance and car park area at all times of the day to collect and return pupils, particularly at the end of the school day when access is extremely limited. We therefore request that all pick up takes place away from the school site for safety reasons and to ease congestion.

Whilst the school cannot control parking outside its boundaries, parents of children attending the school are asked to park within the law and with consideration for other road users, pedestrians and our immediate community.

The school will:-

> Ensure that the car park, paths and walkways are clear of hazards.
> Provide appropriate signage, lighting and line marking.
> Encourage parents and children to walk to school or use the school transport provided.

17. Monitoring

This procedure be reviewed annually. The application of this procedure is monitored regularly and will be amended if it is felt that safety is being compromised.

18. Legal framework

This procedure has due regard to all relevant legislation, including, but not limited to, the following:
> Health and Safety at Work etc. Act 1974
> DfE (2021) Keeping Children Safe in Education (KCSIE)
> Childcare Act 2006
> Education Act 1996

This procedure operates in conjunction with the following school policies:

> Child Protection and Safeguarding Procedure
> Health and Safety Procedure
> Fire Safety Procedure
> Contractors Procedure
> Volunteer Procedure
> First Aid Procedure
> CCTV procedure
> Data Projection Procedure

VISITOR CHECKLIST

HOST	
DATE OF VISIT	
TIME OF VISIT	
VISITOR NAME	
CAR PARKING SPACE REQUIRED	
PURPOSE OF VISIT	
Does the visitor come from a 'legitimate' organisation/source?	
What is the visitor providing that the school cannot?	
Does the visitor have aims and objectives of their own?	
Are the visitor's aims and objectives compatible with those of the school?	
Will the visitor's input be appropriate to needs, age and maturity of the audience?	
What teaching methods will the visitor use?	
What materials will they be bringing?	
Is there a need for the pupils to prepare prior to the visit?	
What resources will the visitor require?	
Is there a cost involved for the day?	
How will the input be evaluated and by whom?	
If required how will the visitor be provided with feedback?	
How will the school receive feedback from the visitor?	

VISITOR SUPERVISED AT ALL TIMES WHILST ON SCHOOL SITE:

YES ☐   **NO** ☐

If YES please complete the visit authorisation section.
If NO please complete the unsupervised visitor section.

ALS Visitor Policy

UNSUPERVISED VISITOR (INFORMATION REQUIRED IN ADVANCE)	
ID REQUIRED & REQUESTED (2 forms including photo ID and current address)	
DBS UPDATE NUMBER (Visitor DoB to check update service)	
EMPLOYER RECRUITMENT CHECKS VERTIFICATION LETTER	
VISITOR SIGNED OFF TO ACCESS SITE UNSUPERVISED BY OPERATIONS MANAGER	
SCR UPDATED	
ON DATE OF VISIT	
ID & DBS SEEN	

VISIT AUTHORISATION	
AUTHORISED BY DSL	
AUTHORISED BY HEADTEACHER	
VISITOR LOG UPDATED	