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# Enfield County School for Girls

## School Visitors Policy

April 2017

Date Policy Updated:	April 2017
To Present to Governors:	May 2017
Date Policy Ratified:	June 2017
Date for next Review:	June 2019

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### Policy Statement

The Governing Body and Headteacher assure all visitors a warm, friendly and professional welcome to Enfield County School for Girls, whatever the purpose of their visit.

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

In performing this duty, the Governing Body 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 school's policy and procedures. Failure so to do may result in a visitor being asked to leave the school site.

The Governors and Headteacher also have a duty of care to ensure that staff, while carrying out their duties at work, are not abused or harassed in any way by parents, carers or members of the public. Interaction with parents/carers is always in keeping with our home school agreement where it states that parents/carers must respond appropriately to staff and other students and never use aggressive or confrontational behaviour on or around the school premises.

At Enfield County School for Girls we have adopted a zero tolerance policy for this type of behaviour and so should any of our staff feel threatened or harassed the school will have no option but to inform the police of such behaviour.

### Policy Responsibility

The School Business Leader is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's site staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the School Business Leader.

### Aim

To safeguard all children both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Enfield County School for Girls can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

### 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, governors, 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. This policy therefore 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 e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All students
- Other Education related personnel (External Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis.

### Protocol and Procedures - Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- Once on site, all visitors must report to reception first. 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 upon request.
- All visitors will be asked to fill out the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear a **Red** identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to 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 site unaccompanied at any time and must be escorted everywhere if wearing a red lanyard.

### Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school including contractors and supply staff.

To qualify for the list a visitor must have demonstrated prior to the visit that:

- They have a current enhanced DBS Check and a copy has been registered on the school's Central Record (a current DBS is defined as no more than 3 years old and the original must be shown with photo ID).
- Supply teachers must show a copy of their DBS along with photo ID at reception prior to being allowed on the premises



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- Supply teaching agencies will also provide a vetting checklist as evidence to confirm that they have carried out the required safeguarding checks for their staff. This will be sent to the Cover Organiser who in turn notifies the Personnel Officer who will add the Reference Number to the schools Single Central Database.
- Supply teachers must receive a copy prior to arrival or on arrival of the Enfield County Supply Information document where safeguarding, health and safety and other procedures are outlined.
- All visitors must be mindful of the ethos and values of Enfield County School for Girls and not seek to indoctrinate or influence students in any way that opposes our commitment to equality, tolerance and the promotion of British values.

Visitors on the approved list must follow the same procedures on entry to the premises (ie: come to reception and fill out the Visitors Book). A copy of the approved visitor list will be kept in the main office at both sites.

### Departure Procedures

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

- Return identification badge to reception where the receptionist will sign them out

### Unknown and 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.

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

The Headteacher/Business Leader 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 that if they fail to leave the school grounds police assistance will be called for.

### Governors and Volunteers

All Governors and parent helpers must comply with the Disclosure Barring Service procedures completing the disclosure form via the school office.

The school must check that all Governors' and parent helpers' DBS Certificates are current i.e. less than 3 years old. Governors and parents must fill out the Visitors Book on arrival to school.

New Governors will be made aware of this policy and must ensure that they are familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or the Clerk to the Governors.

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



### **Linked Policies**

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

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Code of Conduct

### **Policy Review**

This policy will be reviewed in June 2019