



Policy Title:	Visitors Policy
Version:	1.1
Member of Staff Responsible:	Operations Manager
Approval Level:	Headteacher
Status:	Statutory
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Cycle of Review:	Annual
Date for next review:	27.09.2024

Change Record

Version	Date	Description
1.1	27.09.2023	Version control added. Protocols updated to take account of locked perimeter gates and requirement to accompany non-DBS visitors from front entrance. Review cycle increased to annual.
1.2		
1.3		
1.4		

“Settle College promotes the safeguarding and welfare of children in its care; all policies support the “Child Protection Policy”

VISITORS POLICY

The purpose of this policy is to support the safeguarding of all students and staff both during and outside of school hours when they are on our site, so that all can learn and work in an environment where they are safe and free from harm.

The key objective of this policy is 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/carers, conforming to child protection guidelines and preventing unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This 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
- Governors
- Parents/carers
- Volunteers
- Students
- Local Authority staff
- Building & Maintenance Contractors

All students and adults are expected to behave in a way that is respectful and courteous.

Visits should always be pre-arranged by staff such that there is always prior knowledge as to the relevance, purpose, date and time of the visit. Permission must be granted by the Headteacher before a visitor is allowed contact with students.

General Protocols Regarding Access to Site

- The perimeter gates are locked from 08:35-15:00. During these times, visitors should use the intercom on the front entrance door to announce their arrival to the receptionist. The receptionist has CCTV view of the door and controls remote unlocking.
- Regular visitors to school who are DBS checked and on the Single Central Record may be admitted via the front entrance using the remote door release, and should report to Reception to sign in.
- For non-DBS checked visitors, the receptionist will arrange for a member of staff to collect visitors from the front entrance and accompany them into school. In case of inclement weather, visitors will be advised to wait in their vehicle. In case of staff delay, the receptionist will collect the visitor and escort them to wait in the reception foyer.
- At times when the gates are open, visitors are able to approach the main reception door, and admittance is controlled remotely by the receptionist.
- All other doors have signage directing visitors to the front entrance.
- Where possible, visits should be arranged so as not to correspond with student arrival and departure times (08:00-08:40 and 15:15-15:45)
- Visitors should park in the designated parking spaces near the entrance door.
- Staff should not let visitors into the building unaccompanied. Any member of staff who lets a visitor into the building must accompany them to Reception.

Pre-arranged Visits

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors must state the purpose of their visit, and who has invited them or who they wish to see.
- All visitors are required to sign in using the touchscreen in Reception
- All visitors are required to wear the identification badge printed via the touchscreen. DBS checked visitors wear a blue lanyard; non-DBS checked visitors wear a red lanyard and must be accompanied by a member of staff at all times. Unless visitors are DBS cleared, they must not be left unaccompanied on the College premises.
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about safeguarding and emergency evacuation procedures
- Visitors are 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.

On departing, visitors leave via reception and:

- Sign out using the touchscreen
- Return the identification badge and lanyard to reception

Ad Hoc Visits

Staff are not usually able to receive unexpected visitors. If visitors arrive without an appointment, the Receptionist will check to see if the person they wish to see is available, but if not, visitors will be advised to make an appointment.

Parents bringing items for students will be invited to leave them in a drop box by the front entrance, and the receptionist will arrange for collection and delivery. Items are left in the drop box at the owner's risk; the visitor may wait for a member of staff to receive the item if they prefer.

Unknown/Uninvited Visitors to the School

All members of staff have a duty to query any visitor to the school site who is not wearing an identity badge and lanyard. The visitor is challenged politely to enquire who they are and their business on the school site. They should then be escorted to Reception to sign in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, or becomes abusive or aggressive, they are asked to leave the site immediately and the Site Team and Senior Leadership Team are informed. The Senior Leader will consider the situation and decide if it is necessary to inform the police. The Site Team will supervise the visitor, escorting them away from student areas and off site if possible.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS. New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors or Training Link Governor.

New volunteers will be asked to comply with this policy by the staff they first report to when coming into school for an activity or class supporting role.

Visiting speakers

Before inviting a guest speaker into the school, appropriate checks on the suitability of the speaker and their presentation will take place.

Staff Training

As part of their induction, new staff are made conversant with this policy and asked to ensure compliance with its procedures at all times.