



# SCHOOL VISITORS POLICY & PROCEDURES

Associated Policies:	Health and Safety Critical Incidents and Crisis Management Emergency Evacuation Policy Invacuation Policy BWT Safeguarding Policy
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**Brooke Weston Academy** assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit.

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

In performing this duty, the academy leaders recognise 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 following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

## 1. Policy Responsibility

The School Business Manager is the member of staff responsible for implementation, co-ordination and review of this policy. The School Business Manager will also be responsible for liaising with the buildings team, reception, administration staff and Safeguarding Lead as appropriate.

All breaches of this procedure must be reported to the School Business Manager.

## 2. Aim

To safeguard all children under the responsibility of Brooke Weston Academy during both typical school and non-school hours.

## 3. Objectives

To have in place a clear policy that conforms to all child protection and safeguarding legislation which stipulates the admittance of external visitors to the school. The policy must be understood and followed by all employees of Brooke Weston Academy, trust staff, visitors and parents.

## 4. Where and to whom the policy applies

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

- All staff employed by Brooke Weston Academy
- All external visitors entering the school site during the school day or for after school activities
- All Brooke Weston Trust staff
- All parents and carers
- All volunteers, staff on work experience or work placement

- All pupils
- Other Education related personnel
- Building & Maintenance and all other Independent contractors visiting the academy premises
- Independent contractors who may transport students on minibuses or in taxis

## 5. Protocol and Procedures – External visitors

All visitors to the academy may be asked to bring formal identification with them at the time of their visit.

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 sign the Inventory system, which is always kept in reception, making note of their name, organisation, car registration, ID picture and who they are visiting.
- All visitors will be required to wear an identification badge and lanyard – the badge must remain visible throughout their visit.
- Visitors will be given blue or red lanyard.
- A blue lanyard is issued to visitors who are DBS checked and a red lanyard will be issued to visitors who do not have a DBS check or cannot prove they have one, HR Administrator / School Business Manager will be able to confirm this information.
- Visitors will wait in the reception area to be collected by their point of contact. The contact will then be responsible for them while they are on site.

All of the above procedure include for young people who are under 18 years old, students from different schools and students from Brooke Weston Trust schools. **They must wear red lanyard, be escorted and under supervision at all times.**

### 5.1 Preventing Radicalisation

- We recognise the potential risk that external visitors to the Academy may hold views which undermine the British values that we seek to promote. All visitors (apart from visitors from Approved Organisations – see above) are to be supervised when inside the Academy, and staff should assess the credibility of external speakers prior to inviting them in to the Academy. Staff should be vigilant to visitors who promote extremist views, and any concerns should be raised to the Director of Attendance and Safeguarding/a senior member of staff immediately

## 6. Approved Visitors List

The School Business Manager holds an approved visitor list for visitors who frequently visit the school site to undertake work within the school (i.e. volunteers, mentors, contractors, supply teachers). To qualify for this, list the visitor 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 School's Central Record, AND
- b) A current clear DBS children's barred check has been undertaken AND Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors' Inventory system).

A copy of the approved visitor list is kept with School Business Manager and HR Administrator.

**On arrival reception staff must contact the HR Administrator to ensure information is checked and confirmed.**

**For pre-arranged events HR Administrator will notify Reception staff in advance to ensure visitors have correct lanyard without delay. In the event where HR Administrator / School Business Manager is not available to confirm information on the day, all visitors must be issued with a red lanyard.**

## 7. Visitors Departure from School site

On departing the school, visitors MUST leave via reception and:

- Enter their departure time by signing out on the Inventory system
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception at all time

**No visitor should be left alone or unattended under any circumstances.**

## 8. 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 their business on the school site
- Should then be escorted to reception to sign in on the Inventory system and be issued with an identity badge.

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
- The Senior Leadership Team and Principal must be notified
- The Principal or designated member of the Senior Leadership Team 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 academy grounds, police assistance will be called for. In the event where a visitor is refusing to leave the academy grounds, a member of Senior Leader Team or Principal will determine if the invacuation procedure needs to be activated.

## 9. Trust Staff and Volunteers

All Brooke Weston Trust colleagues, volunteers, work experience and work placement staff must comply with the Disclosure and Barring Service procedures, completing a DBS disclosure form (if not already held) via the HR Administration.

Brooke Weston Trust and Brooke Weston Academy HR Team must check all Trust colleagues, volunteers, work experience, work placement or other contractor’s visitors DBS certification is current and for non-Trust colleagues DBS certificate should be no less than 3 years. Please note the same process applies to that Governors who also must sign in and out using Inventory system.

New staff and colleagues will be made aware of this policy and be familiar with its procedures as part of their induction.

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

## 10. Staff Development

As part of the induction process, new staff will be made aware of this policy and procedures for External Visitors and asked to ensure compliance with its procedures at all times.

## 11. Use of External Agencies and Speakers

Please refer to section 5 to 10 for immediate response.

Pre-planned visitors need to send their DBS details to HR and School Business Manager with supportive documentation.

## 12. Evacuation / Invacuation

In the event of fire or other evacuation:

- All visitors must follow Brooke Weston Academy evacuation procedures
- All visitors will be escorted to the designated area outside for registration
- Principal will notify pupils, staff and visitors when it is safe to return to the building
- Reception staff must remain at the reception in order to ensure staff and students lists are collected and contact police and / or fire brigade if required.

In the event of invacuation, please refer to invacuation policy, link below:

[BDAD88CF35950DFAC916DFEDD25B5543.pdf \(brookeweston.org\)](https://www.brookeweston.org/BDAD88CF35950DFAC916DFEDD25B5543.pdf)

## 13. Internal Events

For all internal events a sign in and sign outs sheet should be placed for visitors. No visitor should be allowed in the Academy before 6pm without being accompanied by a member of staff. If a visitor suggests DBS checks are in place reception staff will contact HR for authorisation. In case confirmation cannot be obtained and reception staff are not certain, visitors must be issued a red lanyard.

Visitors without DBS checks must not be allowed on site until the turnstiles are dropped at 6pm or a member from the organising team / member of staff arrives to collect the visitor and takes them to allocated event location.

Parents and Carers attending organised, in advance meetings, such as parents' evenings, open evenings and any other intervention meetings organised by Brooke Weston Academy, will not be required to wear a lanyard on site during these meetings/time.

The register for the parents evening will be the visitor sign in log located at the reception area and managed by duty member of staff.

Event organisers are responsible to ensure all appropriate students lists are left with reception staff in case of emergency contact.

## 14. Internal Students leaving early

In an event when students may need to leave the academy early for medical appointments, driving lessons, study time (selected 6<sup>th</sup> Form Students only) or any other reasons:

- Parents contacted school or parents made aware
- Reception staff must be notified in advance
- Register log updated
- Student to sign out with reception staff using Inventry

- Reception staff update attendance records SIMs accordingly

**Reception staff must ensure the above listed points are followed before student leaves site.**

**15. Missing student event**

- Reception staff to notify Senior Leader team and Safeguarding lead immediately
- Edulink / SIMs check actioned and updated accordingly
- Internal search actioned
- Parents notified

**16. School Holidays (Half Terms)**

The School Business Manager will share a duty rota with staff. Designated staff will be assigned to cover the reception area and reception will remain open during school holidays. The Senior Leader Team rota will be shared and staff assigned to be the first point of call in the event of emergency or other urgent matter.

**17. Northamptonshire Teaching School Hub**

All visitors who are attending an organised event via Northamptonshire Teaching School Hub must follow all of the above process and procedures. It is Northamptonshire Teaching School Hub responsibility to ensure appropriate checks have been actioned.

- NTSH to ensure DBS information is received and registered with Brooke Weston Academy HR Administrator.
- Visitors / Course Facilitators where DBS is required, NTSH to follow DBS information and inform HR Administrator, who will notify reception staff about issuing blue lanyard.
- Visitors / course attendees where DBS is not requested or required must wear red lanyard and be escorted at all times.
- For events where more than 10 visitors attending a sign in sheet to be completed instead of signing in via Inventry.
- A member of the NTSH team will be available to welcome guests and support BWA reception with arrivals and registers.
- BWT Principals, Central Team staff and Directors of Subject are on central SCR, no further checks are required.

Policy author:	School Business Manager	Name:	Akvile Taylor
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Authorized:	Principal	Name:	Clare Haworth	Date:	November 2022
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