



Archbishop Holgate's School

A Church of England Academy

VISITORS' POLICY

In this policy we explain how we welcome visitors to the school, but expect all visitors to comply with the school policies and procedures, in particular DBS checks, security requirements and Health and Safety requirements.

Approval Date: March 2017

Next Review Date: March 2019

Member of staff responsible: Fn – Deputy Head teacher Pastoral Care

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

INTRODUCTION

Archbishop Holgate's School welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular DBS checks, security requirements and Health and Safety requirements.

In accepting visitors into the school, the school also has a legitimate interest in the following:

- Avoiding disruption to the educational process.
- Protecting the safety of students and staff.
- Protecting the school's facilities and equipment from theft, misuse or vandalism.

General Procedures

- A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student enrolled at the school.
- All visitors to the school should report to Reception in main school and be signed-in in the Visitors' Book. Once they have been signed in they should be issued with a visitor's badge on a White or Red lanyard (please see the attached notice).
- Red Lanyard – issued to parents or those visitors who have no proof of identification of working with students. Anyone with a Red Lanyard must, at all times, be escorted around the school and must be supervised by school staff at all times.
- White Lanyards – issued to visitors if they have proof of where they work, eg. NHS Staff/CYC Staff/Police/other school staff.
- Staff should inform the Reception areas of any expected visitors so that they can be directed to the appropriate person.
- Contractors need to be signed-in before being introduced to the Caretaker or Site Manager who will provide relevant access to the site as required. Contractors should always be working under the supervision of site staff.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.
- Any visitor should not be left with students unaccompanied by a member of staff unless DBS checks are in place (a parent talking to their own child is acceptable). This is to comply with safeguarding and child protection issues.
- All visitors should be made aware of emergency procedures by the member of staff supervising the visit.
- If any visitor is to be regularly working with students in school and does not already hold a valid DBS clearance then they must go through the DBS procedure and the school must hold a copy of their DBS clearance. The Head's PA and the Deputy Head (Pastoral Care) must be advised by staff of any visitors who are likely to be visiting the site on a regular basis so that appropriate DBS checks/monitoring can be organised/obtained.
- Any visitors who are on site who are not recognised, or who are not appropriately badged, should be politely challenged by staff and asked as to why they are on site. Any issues should be reported to Reception for appropriate action.
- Students are encouraged to report immediately any visitor seen on site who is not "badged" or behaving suspiciously.
- Students are advised not to make arrangements to meet anyone on the school site.
- All visitors should sign-out at Reception and return their visitor's badge.
- The Headteacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the running of the school. Any such individual can be directed to leave the school premises and the Police will be called if necessary.
- Any visitor's aggressive behaviour directed towards staff will not be tolerated by Archbishop Holgate's School.

Outside agencies process to visit a student

Agencies who wish to visit children in school should arrange the visit with the DSL, through email or phone call.

The DSL will then book a room and arrange for the child to meet with the agency worker in the reception.

The DSL will give the reception a list on a daily basis of agencies visitor and who they will be seeing during the day.

List of agencies visitors

- CAMHS
- Police
- Childrens Services
- CIN workers
- Youth Workers
- YOT workers
- IDAS workers
- Life Line
- Others

All agency workers should have proof of identification and be allocated with a white lanyard. Where necessary DSL will acted and the appropriate adult if the student is interview by the police.

Agency work are asked if they have regular visit to a students that they vary the time and day so the student is not missing the same lesson every week.