



# 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: September 2021

Next Review Date: September 2022

Member of staff responsible: 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.

Table of Contents

1. Vision and Values of Archbishop Holgate’s School .....	3
2. INTRODUCTION.....	4
3. Authorisation .....	4
4. Safeguarding.....	4
5. Visiting procedures.....	5
6. Exceptions.....	5
7. Unidentified individuals .....	5
8. Visitor conduct.....	5
9. General Procedures .....	6
10. Outside agencies process to visit a student.....	7
11. Appendix A: Visitors to the School Site During the Coronavirus (COVID-19) Pandemic	<b>Error!</b>
<b>Bookmark not defined.</b>	
12. Appendix 2: Document for all visitors to sign .....	<b>Error! Bookmark not defined.</b>

## 1. **Vision and Values of Archbishop Holgate's School**

As a Church of England school we strive to ensure that all of our young people are cared for, given every opportunity to develop through academic study, to grow personally and spiritually and to live into being those Values we hold dear in our community and in wider society. Our role as a Church school is to help nurture both academic excellence and to help shape young people who can make a significant contribution to the community they serve. Key to this is a clear recognition that all students have individual gifts and talents and with support every young person can flourish.

Archbishop Holgate's School is distinctive and effective as a Church of England school because our Christian vision and values are very explicit and drive all areas of school life. Our Vision is one which combines Values, Care and Achievement.

**“A threefold cord is not easily broken.” Ecclesiastes 4:12**

Through this vision we seek to be a Church of England School which is deeply Christian. As such, the three themes of our vision, Values, Care and Achievement are deliberately expressed in that order, our distinct Christian Values help ensure that every child is cared for as an individual and this in turn will help them to succeed academically.

Our school values of **Justice**, **Compassion**, **Forgiveness** and **Trust** have been embedded across our school community and permeate all areas of school life.



This policy is to complement our vision and values and to enable the school to allow all members of Archbishop Holgate's community to live them into being every day.

## **2. 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.

## **3. Authorisation**

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 01904 411341.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office.

We recommend that all visitors make appointments prior to visiting the school. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are available and are happy to do so. Visitors will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

Parents are discouraged from visiting the school during school hours unless for a pre-arranged appointment, school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in this section.

## **4. Safeguarding**

The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regularly driving a vehicle only for children.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

## **5. Visiting procedures**

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
  - Name
  - Purpose of visit
  - Name of pupil the visit pertains to/staff member who arranged the visit
  - Expected length of visit
- Sign-in using the visitors' book
- Wear a lanyard at all times while on school property
- Sign-out using the visitors' book upon departure
- Return Lanyard to the school office before departure

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

## **6. Exceptions**

Visits to the school by contractors are governed by our Contractors Policy.

## **7. Unidentified individuals**

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **8. Visitor conduct**

Visitors to the school will be required to act in accordance with the school's high expectations.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

## **9. 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 must 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 a valid DBS, which has been shown to the school along with photographic ID.
- Staff should inform the Reception staff of any expected visitors so that they can be directed to the appropriate person.
- Contractors must 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

### **10. 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
- Children's 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 the DSL will act as the appropriate adult if the student is to be interviewed by the police.

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