

Policy Title:	External Visitors Policy	
Date of Issue:	05/11/2018	
Date of Review:	01/09/2019	
Author & Role	Mr S Poxon – Deputy Headteacher	
Ratified by:	Governors Policy Committee	
Responsible signatory:	W Blundell	M Maher
Date of signature:	05.11.2018	05.11.2018
Outcome:	<p>This Policy:</p> <p>Is to safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Astley Park School children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.</p>	
Cross Reference:	<p>Child Protection and Safeguarding Policy</p> <p>Confidentiality Policy</p> <p>Health and Safety Policy</p>	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

EXTERNAL VISITORS POLICY

1. Introduction

Visitors are always welcome to Astley Park School. Indeed, they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation co-ordination and review of this policy.

3. Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Astley Park School children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

4. 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 guidelines as set by the DfE (see www.teachernet.gov.uk): preventing unsuitable people from working with children and young persons in the education service.

5. How the policy was formulated/ developed

The policy was developed by a representative group comprising governors and the Head teacher, staff and parents. DfE, Local Education Authority and National Healthy Schools Standards guidance was referred to in the formulation of this policy. The draft policy was discussed with staff, parents and the governing body and approved by all parties. The policy is available to parents and other interested parties via the school website. A hard copy can be obtained from the School Office.

6. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school

activities and on school organised (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching 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 (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors

7. External Visitors to Astley Park School

Staff are required to be familiar with DfE guidance on Child Protection (accessible via www.teachernet.gov.uk) in relation to: preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited to the school by a member of staff.

Protocol and Procedures

7.1 Visitors Invited to the School

- a) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and to be informed of the procedure for visitors as set out below:
 - All visitors must report to reception first - do not enter the school via any other entrance.
 - At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
 - All visitors will be asked to sign in using the inventory system at reception at all times.
 - All visitors will be required to wear an identification badge.
 - All visitors are asked to switch off their mobile phones or leave them in their car.
 - 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.

- b) On departing the school, visitors should leave via reception and:
 - Sign out via the inventory system using the bar code on their visitors' badge.
 - Return the identification badge to reception.

7.2 Unknown/Uninvited Visitors to the School

- a) 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.
- b) They should then be escorted to reception to sign in via the inventory system and will then be issued with an identity badge. The above procedures in 6.1 then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head teacher and Deputy Head teacher (or Senior Leader if neither is available) should be informed promptly.
- d) The Head teacher / Deputy Head teacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.
- e) 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 school grounds, police assistance will be called for.

7.3 Governors and Parent Helpers

- a) All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.
- b) The School must check all governors and parent helpers DBS certification is in date at the beginning of the academic school year. Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the inventory system.
- c) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Head teacher, Chair of Governors or Training Liaison Governor.
- d) New parent helpers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

8. Staff Development

As part of their Induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times. The Deputy Head teacher will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others. This training is valid across many areas of their responsibility and dealings with those both within and outside of the school community.

9. Linked policies

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

- Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy

10. Dissemination

This policy is publicised to all in the school community through:

- School prospectus
- School Website

11. Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

