



St Olave's Grammar School

VISITORS POLICY STATEMENT

The Governing Body assures all visitors a warm, friendly and professional welcome to St. Olave's Grammar School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and well-being 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 Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises 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 to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Designated Safeguarding Lead (DSL) and the Premises Manager are the members of staff responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to either the DSL or the Business Manager.

Aim

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

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 and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The 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 (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors, etc.)
- Building and maintenance and all other independent contractors visiting the school premises

Protocol and Procedures

Visitors to the School

All visitors to the school 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 in by using the iPad which is kept in reception at all times making note of their name, organisation, who they are visiting.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will be expected to read the Visitors Guidance whilst waiting in reception, which will be supplied with their identification badge.
- 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. The visitor must not be allowed to move about the site unaccompanied, unless the visitor has DBS clearance.
- If a visitor is speaking to students, the visiting speaker checklist must be completed and submitted either to the Headteacher (if booked by teaching staff) or the Director of Sixth Form (if booked by a Sixth Form student).
- Visitors to the School outside term time, most likely to be contractors, who attend when the School Reception is not open should follow a similar procedure by reporting on arrival to the Site Manager's office.

Visitors' Departure from School

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

- Sign out by using the iPad in Reception.
- Discard the printed badge that was given to you.
- A member of staff should escort the visitor to the car park (ensuring the visitor does not re-enter the school site, potentially breaching security).
- Visitors leaving when the School Reception is closed should be escorted to the car park and email Reception to confirm the visitor had left.

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.

They should then be escorted to Reception to sign in 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 and the Headteacher and Premises Manager (or Senior Leader if neither is available) should be informed promptly.

The Headteacher / Premises Manager or Senior Leader 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 school grounds, police assistance will be called for.

DBS Checks for Visitors the School

- Staff organising a visit must never assume that someone has DBS clearance.
- The main office will keep a log of all DBS checks which have been carried out for visitors; those undertaking 'regulated activity' will be recorded on the Single Central Register.
- Once DBS clearance has been confirmed, then a visitors badge can be given, which should have the visitors name on. This visitor can then be left unaccompanied in school.
- If DBS clearance is not required, then the visitor must never be left alone in school and the responsibility of this lies with the member of staff who has arranged the visit.

Governors and Volunteers

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.

The School must check all Governors and parent helpers engaged in regulated activity have current DBS certification specific to St Olave's Grammar School. Please note that Governors should sign in and out using the Governors' Book.

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 Headteacher, Chair of Governors or Clerk to Governors.

New volunteers 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.

Staff Development

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

Linked policies and documents

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

- Child Protection Policy
- Visiting speaker checklist (available from 6th form Pastoral Administrator or Reception)
- Visitors' Guidance