



# **Visitors Policy**

**External Agencies and  
Visitors in School**

## **CONTENTS**

1. Rationale and Definition
2. Vetting
3. Confidentiality and Child Protection
4. Procedures
5. Communication
6. Safeguarding Procedure

## **Rationale and Definition**

For the purposes of this policy we define visitors as being all those on the school site who are not employed by the school

North Chadderton School acknowledges that a whole range of people will visit the school for a variety of reasons. The School is committed to making use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum.

The School recognises that it is important to ensure that visitors supporting the schools objectives are appropriately qualified, the visit is planned in advance and the anticipated outcomes are clear.

The safety and welfare of students is of paramount concern.

Visitors will always be treated courteously and made to feel welcome in school.

## **Vetting**

The school will ensure that where appropriate, the visitor has been subjected to relevant safeguarding checks; this is essential where the visitor will be left in sole charge of student(s) or will be undertaking one to one work with a student. Supervised visitors will not need a DBS check. For the protection of both adults and students, all visitors will be advised that they should not be alone with students (unless undertaking pre-planned activities and have a DBS check approved by school).

## **Confidentiality and Child Protection**

The school is very aware of our duty of care towards our students, particularly when sensitive areas are to be discussed. All visitors will be required to work within existing school policies, work inside professional boundaries and follow school child protection procedure. Copies of the Child Protection Procedures are available from Reception.

## **Procedures**

### **Before the Visit**

- the member of staff responsible will give careful consideration to the aims and anticipated outcomes of inviting an outside visitor to the school, and to what type of person will be best suited to meet these aims
- the member of staff responsible will seek approval from the Curriculum Leader and ensure the visitor is from a reputable organisation and/or take up references and recommendations

- Prior to the visit the staff responsible will carry out a preliminary discussion with the visitor to ensure that the visitor is aware of the context of the contributions they have been asked to make
- Staff must vet all content that will be delivered to students in advance of the visit
- Visitors will be aware of the school policies on child protection, confidentiality, health and safety, behaviour, and any specific policies relating to the subject content, such as citizenship, drug education and sex and relationship education

## Contractors

- As part of our security procedures visitors are required to use the access control panel located next to the main external reception door to request entry to the building
- All contractors will sign in and be issued with an identification badge They will be met by a member of the Premises Team and supervised as appropriate during the visit
- Where ever possible contractors will attend out of school hours
- All contractors will be subject to the appropriate safeguarding procedures
- All contractors will complete the permit to work documentation
- All contractors who are not DBS checked will be supervised by the Premises Team

## On Arrival

- As part of our security procedures visitors are required to use the access control panel located next to the main external reception door to request entry to the building
- All visitors will report to reception, sign in and be issued with an identification badge
- All visitors will be asked for identification (as appropriate)
- Supply staff will sign in and report to the Supply Coordinator
- Visitors with the exception of supply staff and visitors from approved external agencies will remain in the reception area until a member of staff collects them. Under no circumstances will any ad hoc visitor be allowed unsupervised access to school
- Visitors must be met by a member of staff at the appointment time and must not be left in Reception to wait

## During the Visit

- The teacher will remain responsible for student behaviour, health and safety and child protection throughout the visit and will always be present during group activities.
- The member of staff will ensure that the visitor is supervised at all times (if not DBS checked)
- The school provides opportunities for students to work on a one-to-one basis with external agencies [for example, the school nurse, drugs counsellors]

- Visitors from these agencies will be enhanced DBS checked, have appropriate training, be aware of child protection issues and work within the individual agency safeguarding procedures. In these circumstances the visitor [for example the school nurse] may be able to offer confidentiality with their service. These issues will be

discussed with the students, and be subject to the approval of the appropriate member of the Senior Leadership Team

- Copies of external agencies safeguarding policies are held on a central record
- Information regarding enhanced DBS checked visitors is held on the single central record

## **Communication**

- This policy is available for parents and stakeholders on the school website
- Staff will be briefed annually with reminders termly on the contents of this policy
- Main Office and Reception staff will be trained in the implementation of this policy
- For information, lanyards are coloured to indicate category of visitor:

- |         |                     |
|---------|---------------------|
| - Blue  | Employed staff      |
| - Green | Governor            |
| - Black | Sixth Form Students |

-The blue visitor badge indicates the visitor has been DBS checked and can have unsupervised access

-The red visitor badge indicates that the visitor has not been DBS checked and should be supervised at all times

- Staff are encouraged to challenge anyone on the school site that is not wearing a school Identification badge. In the event of them not being recorded as an official visitor they must be escorted to the reception to sign in. In the event of resistance to this request make contact with the main reception as a matter of urgency