



VISITOR POLICY

Approved by governors: November 2023

Review date: November 2025



Aim and Objectives of the Policy

To safeguard all pupils, staff and visitors at all times whilst on the school premises. We aim to:-

- ensure all of our pupils can learn and enjoy all of the experiences St Philip Howard has to offer in an environment where they are safe from harm
- provide a welcoming and safe community which thrives together
- to have clear protocols and procedures in place which compliment our open door policy whilst still keeping all stakeholders safe

Where and to whom the policy applies

The school is deemed to have control and responsibility for its students anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. Furthermore, the school governors have a duty of care to all staff and visitors.

The policy applies to all persons entering the school including:-

- All teaching and non-teaching staff employed at the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors)
- All parents
- All students
- All building maintenance contractors
- Exam Invigilators
- Catering Staff
- Cleaning Contractors along with
- Peripathetic Teachers

External Visitors to St Philip Howard Catholic School

Staff are required to familiarise themselves with the Government guidance set out in 'Working together to safeguard children', 'Keeping Children safe in Education' and Child Protection in relation to *preventing unsuitable people from working with children and young persons in the education service*. The policy applies to all visitors invited to the school by a member of staff.

It is also required that the following is in place:-



- A formal procedure for inviting speakers, which involves approval by the headteacher and a clear understanding of why the speaker has been chosen
- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented
- A document for the speaker to read and sign, to ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand
- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the headteacher
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present
- Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- All information about the visiting speaker and the booking process should be recorded on a suitable proforma
- After the presentation, an evaluation form should be completed which will include feedback from staff, noting any contentious subject areas or comments, and state whether the speaker could be booked again in the future.

Visitors to St Philip Howard Catholic School

- ALL visitors must enter the school by the main door and report to reception before moving around the school site. ALL visitors must sign in the visitors book and wear the ID badge given to them, this will have details of emergency procedures on the reverse
- Maintenance contractors engaged to work on the school site will have been DBS checked by their employers. They will meet with site staff upon their arrival and given an essential information leaflet by the receptionist. They will also be shown the Asbestos Register and required to sign it before they start work
- Wherever possible, visitors details should be given to reception before they are expected to arrive
- Visitors will wait in reception until the relevant member of staff collects them, or they are escorted by a member of the administration team. The receiving member of staff will be responsible for ensuring they escort the visitor to the assembly point in the event of the fire bell sounding, or telling them what to do in a lockdown



- External visitors must be accompanied at all times
- All visitors are to be reminded that St Philip Howard is a no-smoking site
- All accidents or near misses involving visitors must be reported to the school welfare officer and an accident form completed
- All visitors must leave the school site via reception, where they must return their ID badge

Unknown/Uninvited Visitors to the School

- Any visitor to the school site who is not wearing an ID badge should be challenged to enquire who they are and why they are on the school premises
- They should then be escorted to reception to sign the visitor's book and be given an ID badge
- If the visitor refuses to comply they should be asked to leave the site immediately and the Headteacher and/or Deputy Head informed immediately
- The Head/Deputy Head will consider the situation and decide if it is necessary to inform the police
- If an unknown/uninvited visitor becomes abusive and/or aggressive, they must be asked to leave the site immediately and warned that failure to do so will result in the police being called

Volunteers/Work Experience Persons

- All volunteers and work experience persons will comply with the Disclosure and Barring Service procedures, completing a DBS with the Business Manager if appropriate
- Any person who is in school on a regular basis must be shadowed by another member of staff until a clear DBS certificate has been obtained and verified and a risk assessment completed

Staff Development

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

This policy will be available to all staff and parents on the website and also included as part of the staff handbook.