



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## SCHOOL VISITORS POLICY & PROCEDURES

### Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Cannock Chase High 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 students and staff. This duty of care incorporates the duty to “safeguard” all students 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 Headteacher and Chair of Governors are ultimately responsible for implementing this policy and managing visitors to the school. The Executive Business Manager (EBM) is responsible for the day to day implementation, co-ordination and review of this policy. The EBM will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Officer (DSO) as appropriate. All staff are responsible for ensuring that this policy is adhered to and visitors are properly welcomed and managed safely within the school.

The policy applies to all visitors to the school. All breaches of this procedure must be reported to the EBM.

### Aim

To safeguard all students under the school’s responsibility during school hours, and whilst engaged in curriculum and out of school activities which are arranged by the school. The ultimate aim is to ensure that all students at Cannock Chase High 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 students 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 teachers, sports coaches etc.);
- All Governors of the school;
- All parents and volunteers;
- All students;
- Other Education related personnel e.g. County Council staff, health care professionals, Inspectors, etc;
- Building and Maintenance personnel and all other independent contractors visiting the school site;
- Independent contractors who may transport students on coaches and minibuses or in taxis.

## **Protocol and Procedures**

Visits should be planned to ensure that students are properly safeguarded. Where appropriate, risk assessments should be undertaken. Staff, Sixth Form students and visitors must wear their identification badges at all times when they are on site.

## **Visiting Speakers**

If a speaker is unknown to the school, prior to the visit, due diligence checks under the Prevent duty will be carried out by the Pastoral Manager, including an internet search to ensure that they do not promote radical views. All speakers when speaking will have a member of staff in the room to monitor the talk. All visiting speakers will be appropriately supervised at all times within the school site.

## **Visitors to the School**

### **Before the visit takes place**

All staff must notify Reception by e-mail of any visitor appointments as soon as the visit is known. Reception must be informed of the date and time of the visit, the name of the visitor, the organisation that they represent where appropriate and the name of the member of staff who is receiving the visitor. This member of staff will be responsible for the visitor whilst they are on site. Upon booking the appointment, staff should ask the visitor if they would require any assistance in ascending the steps to the Reception entrance and notify reception accordingly.

In the case where visitors attend school regularly, a list may be provided to Reception of the dates and times when visits will take place.

All visitors to the school may be asked to produce formal identification at the time of their visit.

### **At the time of the visit**

All visitors must report to Lower School Reception on Hednesford Road to sign in before entering the school site. No visitor is permitted to enter the school via any other entrance under any circumstances.

Lower School Reception is accessed off Hednesford Road and vehicle access is subject to contacting Reception staff via the intercom outside the vehicle barrier.

If the visitor is unable to access Reception by the front stepped access, they should notify the Receptionist via the intercom at the barrier entrance to the visitor car park and alternative access arrangements will be made.

At Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification if requested.

All visitors will be asked to sign in on the Visitor Log Sheet based in Reception. They will enter their name, organisation, who they are visiting, their mobile phone number, their car registration and their time of arrival.

All visitors should be made aware who the DSO is and the process to report any safeguarding concerns to the DSO.

The Receptionist will issue a visitor pass badge and blue visitor lanyard. All visitors will be required to wear this identification badge. It must remain visible throughout their visit.

The Receptionist will notify the member of staff receiving the visitor who will come to Reception to collect their visitor. The receiving member of staff will be responsible for their visitor while they are on site.

All visitors should be accompanied by a member of staff. The visitor must not be allowed to move about the site unaccompanied unless they are on the approved visitor list kept by the school. This is to ensure that visitors are not alone with students unless this is a legitimate part of their role and the school has assured itself that the appropriate DBS checks are in place.

### **At the end of a visit**

On departing the school, visitors must:

- Be escorted by a member of staff to the Lower School Reception;
- Enter their departure time on the Visitor Log Sheet;
- Return their badge to the Receptionist. If the Receptionist is not available at the time of departure, then the visitor should return their badge to the hosting member of staff who will return the badge to Reception.
- Reception staff will regularly check the Visitor Log Sheet to monitor compliance with these procedures.

### **Approved Visitor List**

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list, the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and a copy or a note of the number has been registered on the School's Central Record (a current DBS is defined as no more than three years old). All entries to the list will be approved by the EBM.

Where agency services are used, the agency must provide written notification to the school that they have carried out all appropriate checks on any individual who will be working at the school that the school would otherwise perform if the individual were directly employed. Any such written confirmation will be held by the EBM in the central school records.

A school photo ID badge will be produced for visitors on the approved list. The badge must not be taken off the school site. It will be handed to the visitor by Reception when they sign in and must be returned to Reception before the approved visitor leaves the school site. Reception will check the photo on the badge against the visitor to confirm identity before the badge is issued.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to Reception and sign in).

Visitors on this list will be entitled to access appropriate areas of the school site unaccompanied as they will have undergone the appropriate safeguarding checks and will have their photo ID badge displayed at all times whilst they are on the school site. All approved visitors are required to sign an agreement outlining safeguarding and conduct expectations (*Appendix A*).

A copy of the Approved Visitor List will be kept on the shared drive and updated by the Executive Business Manager.

## **Contractors**

Where possible, visits by contractors, especially for maintenance, should be made at times when there are fewer children on the premises.

Contractors, who through their work at the school may have opportunity for regular unsupervised contact with students, must hold a current enhanced DBS certificate. The school will require evidence that such checks have been undertaken. Reception will check the identity of contractors before signing in.

Any contractor for whom the school does not hold a current DBS or have evidence in place that appropriate checks have been undertaken, must not be allowed to work unsupervised where they may have contact with students.

## **Unknown/Uninvited Visitors to the School**

It is the responsibility of all staff to politely challenge any visitor to the school site who is not wearing an identity badge and to enquire who they are and their business on the school site.

They should then be escorted by a member of staff to Lower School Reception to sign in and be issued with an identity badge. The procedures under "Visitors to the School" will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately. Staff should seek support from a member of the Leadership Team if required. The DSO must be informed of the incident.

The DSO will consider the situation and decide if it is necessary to inform the police.

If any 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.

## **Governors and Volunteers**

All Governors and volunteers must complete a DBS disclosure form. The school will ensure that all Governors and volunteers have a current DBS certificate and a copy of its number is noted in the School Central Record.

Governors and volunteers will follow the same procedure as other visitors to the school and sign in at Lower School Reception.

New Governors will be made aware of this policy and be made familiar with its procedures as part of their induction programme. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by the member of staff that they first report to when coming into school for an activity.

## **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.



**Agreement**

**(Issued with Cannock Chase High School Photo ID Badge – Visitor/Contractor)**

This badge is issued to you as an unaccompanied school visitor/contractor on the following conditions:

- Your badge **MUST** be collected when you sign in on arrival and handed back in when you sign out on departure;
- The ID badge must be on show at all times whilst on site;
- Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others;
- The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises;
- Cannock Chase High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all visitors/contractors to share this commitment. If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact Reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection;
- Do not enter classrooms unless escorted by a member of staff or by prior arrangement;
- If the fire alarm should sound please leave by the nearest safe exit and report to a Fire Marshall on the school sports field. Do not re-enter the building until you are told it is safe to do so;
- Any illness, accident or injury must be reported to Reception;
- Cannock Chase High School is designated a no smoking workplace and smoking is prohibited anywhere on the school premises;
- Should your circumstances change you must notify the school.

In the event that you do not adhere to any of these conditions, the ID badge will be withdrawn, along with the facility for unaccompanied visiting.

This badge is issued to you alone and you are responsible for its safe keeping. In the event of loss, you must notify the school immediately. Replacement badges will be charged for.

Name (block capitals): .....

Signed: .....

Date: .....