

Frederick Bremer School



Visitors Policy 2023

Person Responsible	Fenella Hewitt
Review Frequency	Every 3 years
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Agreed by LT on	
Does this policy need to be ratified by Governors?	Yes
If yes, which committee	Full Governors or SIP
Ratified by Governors on	
This policy is communicated by the following means	Staff shared area and school website.



Frederick Bremer School – Visitors Policy and Procedure

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Ratified

SECTION 1: OUTLINE OF POLICY

1. Policy Statement

The Governing Body and School assure all visitors a warm, friendly and professional welcome to Frederick Bremer School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing 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 Safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

This policy is concerned with events that take place during school business hours of the school. School is open for pupils between: 7.30am to 4.15pm. Pupils onsite outside these hours will be fully supervised as part of an agreed school activity. Any pupil on site before 7.30am will be supervised by the breakfast club staff

2. Policy Responsibility

There is a shared responsibility for implementation, coordination and review of this policy. The Head Teacher, Safeguarding Governor, HR manager and Designated Safeguarding Lead all regularly check the correct implementation of this policy in their checks of the SCR. Reception staff and the line manager of reception staff check the implementation of this policy through regular cross checks of the SCR and Inventory. All breaches of this procedure must be reported to the Designated Safeguarding Lead.

Rationale

1. To have in place a clear protocol and procedure for the admittance of external visitors to the school that is understood by all staff, governors, visitors and parents and conforms to the School Safeguarding Policy.
2. 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 that students at Frederick Bremer School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

3. 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/school holiday activities and 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



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- All pupils
- Other Education related personnel (e.g. Consultants)
- Building & Maintenance and all other Independent contractors visiting the school premises within the working hours of the school
- Independent contractors who may transport students on minibuses or in taxis

4. Visitor identification

Visitors to the school will sign in at reception via InVentry, our digital school visitor management system. They will then be given the appropriate coloured lanyard to signify the following visitor's status;

Red lanyard – Visitor must be accompanied by a school staff member at all time and must not be allowed unsupervised access to students. Red lanyard visitors may include external speakers, such as authors or other professionals, parents and carers, performers. If a visitor with a red lanyard is unaccompanied they should be challenged politely and escorted back to the member of staff responsible for them or to reception. This should be reported to the Designated Safeguarding Lead.

Green lanyard – Visitors who frequently visit the school site and/or who undertake work within the school (including contractors and supply staff). These are approved visitors. Approved visitors will be given a green lanyard to indicate that they may visit the school unaccompanied. 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 of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old). Visitors who have a green lanyard MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in on InVentry). Visitors who have a green lanyard will be kept on an Approved Visitors list, a copy of the approved visitor list will be kept behind reception at all times. Visitors who may qualify for a green lanyard may include, persons from establishments who complete the DBS checks themselves, i.e. social services, police officers, NHS staff, however, these visitors will still need to show their photographic ID subject to be given a green lanyard. Candidates for interview or staff from other schools who have demonstrated the above will also be deemed temporary approved visitors. All staff who are expecting visitors should inform Reception in advance.

Orange lanyard – Visiting Governors. Governors will be given an orange lanyard and may also visit the school unaccompanied. To qualify for this, they will need to be an approved member of the Governing body, demonstrated a prior to the visit that they have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old), and show photographic ID on arrival.

Blue lanyard – Frederick Bremer staff, including teachers, teaching assistants, PGCE students. Prior to employment at Frederick Bremer, staff will have demonstrated that they have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old), provided proof of address and been subject to safer recruitment checks prior to employment.

This information is condensed into a staff and student friendly poster which will be explained to staff, students and displayed around site. See appendix A.

It is responsibility of reception staff to issue lanyards. Reception will only issue a blue or green lanyard once they have had confirmation from HR that the DBS has been approved.

The school will remain vigilant in cross checking the visitors on the approved visitors list, InVentry and the SCR.

5. Other visitors to the School

Other visitors to the school must follow the procedure below. (This includes interview candidates or staff from other schools not on the temporary approved visitor list)



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- At times when the security gates are closed (both pedestrian and vehicle), all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- 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.
- All visitors will be asked to sign via InVentry which requests their name, organisation, who they are visiting, car registration (if parked on site) and takes photographs which is printed for their lanyard.
- All visitors given a green or orange lanyard will be asked to show photo ID.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. This will be attached to the appropriate coloured lanyard, as named above.
- Visitors will then be collected by the member of staff they are meeting **OR** if prearranged with the receptionist, the visitor will be escorted to the member of staff; however, the latter should not be common practice as this may result in reception being unmanned. 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 they are registered on the Approved Visitor List.

6. Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Be escorted by the member of staff they are visiting
- Sign out via InVentry
- Return the identification badge to reception

7. Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a coloured lanyard should be challenged politely to enquire who they are and their business on the school site. This is the responsibility of every member of staff. They should then be escorted to reception to sign via InVentry and be issued with an identity badge. The procedures under “Other 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 or a Senior Leader should be informed promptly.

The Headteacher / Business 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.

8. Staff Responsibility

- If a member of staff is leaving the building and a visitor is entering the school site the staff member must not allow them access to the building and must direct them to Reception.
- Staff must not hold the security gate open for anyone other than staff wearing staff lanyards.
- Staff must not allow pupils on site after school has finished and should direct them to Reception. If Reception is closed do not allow them into the building.
- If staff have arranged for pupils or visitors to see them after reception is closed at 4:15pm, they must ensure they are in the reception area to collect their visitors and must escort them off the premises when they are ready to leave.
- All pupils who remain at school in approved extra-curricular activities or interventions must be escorted off site by the staff member responsible. This includes anything that falls outside of school business hours.



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9. Volunteers

If a department wishes to take on a volunteer they must discuss this with their line manager and ensure all DBS checks and required documentation is sent to the HR manager and DSL. Volunteers cannot come and work in the school until this has been authorised by the HR Manager and DSL.

Volunteers can only be taken on for a maximum of 1 term.

All volunteers must comply with DBS procedures, completing a DBS disclosure form (if not already held) via the HR Manager before commencing work with the school.

Volunteers must produce ID to confirm their identity and must give the name of one referee whom the school can obtain a reference from.

The School must check all volunteers DBS certification is current (i.e. less than 3 years old). Volunteers will be given staff access cards and will undergo safeguarding training.

10. 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.

If the procedures above are not followed by staff then disciplinary procedures may be considered.

11. Linked Policies

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





- Health and Safety
- Safeguarding

Appendix A

Lanyard ID - have you displayed yours?

All Bremer staff and visitors should have a lanyard ID



	<p>Red lanyard Visitor that should be supervised. If you see someone in a red lanyard or no lanyard please notify a staff member or reception.</p>
	<p>Green lanyard Regular visitor, once signed in and ID checked at reception, may be unaccompanied round school.</p>
	<p>Orange lanyard Governor, once signed in and ID checked at reception, may be unaccompanied round school.</p>
	<p>Blue lanyard Frederick Bremer staff member, must sign in and out at reception via Inventry.</p>



Ratting