

Visitors Policy

The Beech House School



Approved by: Camilla McInnes

Last reviewed on: June 2023

Next review due by: June 2024

Rationale

The Governing Body assures all visitors a warm, friendly and professional welcome to The Beech House 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 child protection and 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 visitors escorted departure from the school site.

Policy Responsibility

The Business Manager is the member of staff responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to the Business Manager.

Aim

To safeguard all children under the 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 TBHS 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/ home 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 (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

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.

- All visitors must notify the school prior to visiting of the date and time of their visit.
- All visitors access the school through the home who will have a list of all expected visitors date and times.
- No visitor is permitted to enter the school via any other entrance under any circumstances.
- 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 the Visitors Record Book which will be presented by home staff making note of their name, organisation, who they are visiting, car registration.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the front door 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.

Visitors Departure from School

On departing the school, visitors MUST leave via the homes front door and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and HR Manager (or Senior Leader if neither is available) should be informed promptly.

The Headteacher / HR 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.

Governors and Volunteers

All governors and parent helpers must comply with Disclosures Barring Service procedures, completing a DBS disclosure form (if not already held) via the HR office.

The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as above should apply. Please note that Governors should sign in and out using the Visitors 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 knowledgeable of this policy for External Visitors and asked to ensure compliance is upheld at all times.

[Links with other policies](#)

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

Child Protection Policy / Code of Conduct Policy / Health and Safety Policy / Fire Safety Policy