
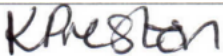




Policy/Procedure Name:	<b>OUTSIDE VISITORS POLICY</b>		
Last Update:	<b>March 2024</b>	Next Update Due:	<b>March 2026</b>

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Signature of Authorised Individual	
Signature of the Director	

**Aims and Vision**

**1. Policy Statement**

Willow Park School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and well-being of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Proprietors, Head teacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school 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.

**2. Policy Responsibility**

The Head teacher is the member of staff responsible for implementation, coordination and review of this policy. The Head teacher (as DSL) will also be responsible for liaising with the school's premises staff, other senior leaders and the office team as appropriate. All breaches of this procedure must be reported to the Head teacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

**3. Aims**

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at Willow Park School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.



### 4. 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 adheres to child protection and safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

### 5. 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 activities and on school organised (and supervised) off-site activities. Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All proprietors (who are not staff members) of the school.
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

### 6. Protocol and Procedures

#### 6.1 Visitors Invited to the school:

a) Before any visitor is invited to the school, the Head teacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school calendar this will be discussed as part of the regular review of the diary and at senior leadership team meetings.

b) When inviting visitors to the school, the member of staff hosting the visit should ensure they are asked to bring in formal identification (including **photo id**) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school calendar.
- All visitors must report to the school reception desk.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce **formal identification**. All visitors will be asked to sign-in via the school's signing-in system. All visitors will be required to read and accept visitor agreement.
- All visitors will be required to provide their name, organisation (if applicable), who they are visiting and vehicle registration (if applicable).



- All visitors will be required to wear a visitor identification lanyard. The badge must remain visible throughout their visit.
- Visitors with a current and valid enhanced DBS which has been recorded on the school's Single Central Record will be issued with a **green lanyard**.
- Visitors without a current and valid enhanced DBS will be issued with a **red lanyard**. All visitors who are given a red lanyard will be required to be escorted at all times by school staff.
- To safeguard all children and staff, if visitors are not wearing an identification lanyard, staff will politely challenge visitor for the nature of their visit. The visitor will then be escorted to reception so that an identification lanyard can be issued. The admin staff will then contact and locate school member of staff hosting the visitor.
- All staff will politely challenge visitors with red lanyards, if roaming unescorted in school. All Staff will ask for the visitors' reason for visiting school and which staff member they are seeing. Staff should then locate the member of staff hosting the visitor. If the hosting staff member cannot be found, the visitor shall be escorted to reception. The visitor must wait at reception until hosting staff member is located.
- All visitors will be given the opportunity, subject to nature of visit, to read the school's Safeguarding and Child Protection policy, general information about schools premises, the Health and Safety policy, and Fire Evacuation Plan.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive the visitor. The contact will then be primarily responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless the school has completed the relevant checks (though DBS) or has received details of this through the organisation employing the visitor.

c) On departing the school, visitors should leave via the school reception and:

- Sign out in the signing in/out book.
- Return the identification badge to the school reception.

### 6.2 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, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the school's Single Central Record AND
- b) A current clear DBS children's barred check has been undertaken.
- c) Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and receive an ID lanyard having been entered onto the visitors register). The School Administrator who is responsible for HR and the Single Central Record keeps a list of such approved visitors.



### 6.3 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor lanyard should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor lanyard if approved. The procedures under "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 a member of the SLT informed. The SLT member 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. Under the Summary Offences Act, the Head teacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

### 6.4 Volunteers

All parent and other volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role (see Work Experience and Volunteering policy). All Proprietors (who are not also staff members) now require an enhanced DBS check. Proprietors (who are not staff members) will be treated the same as any adult volunteer and added to the Approved Visitors List. They should sign in and out at reception as detailed above. All new volunteers and work experience students will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Head teacher.

### 6.5 Buildings and Maintenance Contractors

Contractors follow the procedures as set out in 6.1. When pupils are on the premises, contractors, under discretion of the Head teacher or Business Manager, may work unaccompanied, as long as valid DBS has been checked and the nature of works does not affect the learning or safety of pupils or staff. Contractors without a valid DBS must be supervised at all times by the one of the above members of staff or, if she/he is unavailable, by another member of staff. No contractor / engineer is permitted to work in or move around the school unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the Business Manager and they have been briefed on Health & Safety. All contractor visits will ideally be booked for when the Head teacher is on site unless it is an emergency, in which case the Head teacher will be informed.

All contractors / engineers will be asked to sign the Contractors' Log Sheet and the Contractors' Notes / Site Rules – see appendix 1

### 6.6 Parent Visitors

Partnership with parents is an important feature of Willow Park School which the school wishes to enhance. At the same time, the safeguarding and wellbeing of pupils and staff must be the main priority. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day (as applicable) and for controlling and



monitoring their access. Parents who visit the school site at times other than the start and end of the day are expected to report to the main reception to make the purpose of their visit known.

Parents visiting school must follow the procedures set out in 6.1.

When parents have signed in, they will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The parent visitor must not be allowed to move about the site unaccompanied. If the parent needs to visit a room in a classroom for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences). Exceptions to this are when there is a planned school or classroom event (eg, Community Day), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

### 6.7 Ex-Pupils

Should an ex-Willow Park pupil want to visit the premises, a request must be made in advance prior to visiting. All requests will be subject to Head teacher approval.

### 6.8 Social Care, Health Care and Other Pre-Checked professionals

Professional visitors working for services such as Local Authority Children's Services (e.g. Social Workers), CAFCASS, Healthcare Foundation Trusts should have been through all of the relevant checks as part of their professional role. Therefore, once the Head teacher has satisfied herself that this is the case, the school will not expect these staff to provide DBS evidence. However, all such visitors **must** present identification which proves that they are employed to work in any of the above or similar categories.

## 7. Check List for Members of Staff Organising Visits from External Agencies

- Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people.
- Staff arranging speakers at the school must notify the Head teacher in advance of the plans so that he can be assured that the appropriate checks are carried out to ensure messages delivered are appropriate and align with the stated values of the school.
- Check (or ask a senior member of staff to help with this) that the visitor comes from an organisation which has values which align with those of the school. This may involve a Google search.
- Agree in advance for details of what the content of the talk/lesson/activity will be.
- Before the visit, discuss with the visitor how the session fits in with the school's programme, scheme of work, values and ethos.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline, if applicable, before the session.



- Inform the visitor of: number, age and gender ratio of pupils, background, ethnicity and culture of pupils, and their Special Educational Needs (as applicable).
- Provide access to relevant school policies e.g. risk assessments, as appropriate.
- Inform relevant people of the presence and remit of the visitor, e.g. school office in advance for the calendar and visitor lanyard.
- Inform pupils in advance of the activity.
- Provide the visitor with a named contact.
- Organise meet and greet arrangements and classroom or assembly lay out.
- Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.
- Ensure the activity meets Health and Safety guidelines.

### Equality Statement

At Willow Park School, we actively seek to encourage equity and equality through our teaching and our employment practices. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- age
- disability
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The use of stereotypes under any of the above headings will always be challenged.

### Inclusion

Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations for and of all children.



Appendix 1

Willow Park School

# Contractors' Log

This Contractors' Log is to be signed by all general contractors carrying out work within the buildings or grounds of Willow Park School. Lone Contractors must sign individually and the 'On-site' Team Leader or 'Responsible Person' in charge of a group of workers, working for a specific contractor, should sign on behalf of the whole group.

I am/my team are aware:

Please tick

<ul style="list-style-type: none"> <li>Of the School 'Site Rules' for contractors</li> </ul>	
<ul style="list-style-type: none"> <li>Of fire and Emergency Evacuation Procedures;                             <ul style="list-style-type: none"> <li>Assembly Point &amp; who to report to,</li> <li>Means of escape,</li> <li>What the Fire Alarm Sounds like,</li> <li>Any planned evacuation drill,</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Of the Welfare facilities</li> </ul>	
<ul style="list-style-type: none"> <li>That I/we will use appropriate equipment for working at height</li> </ul>	
<ul style="list-style-type: none"> <li>That I/we will require a 'Hot Work' permit (to be shown to the Premises Officer) if working with heat related procedures or equipment</li> </ul>	
<ul style="list-style-type: none"> <li>I / we have been informed as to the location of any asbestos containing material and completed/signed the ASB100 register</li> </ul>	
<ul style="list-style-type: none"> <li>Of the First Aid provisions and accident, incident and near miss reporting procedures</li> </ul>	
<ul style="list-style-type: none"> <li>That all portable appliances are appropriately PAT certificated</li> </ul>	

Contractors' Company	Contractor's Name	Date Starting	Approximate duration
A brief summary of work:			
			Number of workers
Print name		Sign name	





Willow Park School

# Contractors' Notes (1)

Please read both sides of these notes carefully before signing the Contractors' Log.

## Site Rules for Contractors

- **Contractors will** at all times be expected to undertake their work in a professional, competent and helpful manner and be sensitive to the issues of working in an educational environment.
- **Contractors will** always make prior appointments with Schools in order to ascertain the most appropriate time to carry out work.
- **Contractor's operatives will** always sign in and out at the School Reception each day. If going off site during the working day Reception will be informed.
- **Contractor's operatives will not** use foul or abusive language, will be polite at all times and carry out their work in a clean and tidy manner.
- **Contractors will** at all times ensure the works are undertaken without undue inconvenience and nuisance and without danger to occupants and users of the buildings.
- **Contractors will** co-ordinate and implement the works in such a way as to minimise the Health and Safety risk to pupils, staff and the Contractor's own employees. Contractors will agree all Health and Safety requirements with the school in advance.
- **Contractors will** take all necessary precautions to prevent nuisance from noise (including radios), smoke, dust and rubbish. Burning of materials on site is not permitted.
- **Contractor's operatives will not** be permitted to smoke within the confines of the school building. Smoking in school grounds is not permitted.
- **Contractors will** always make appropriate arrangements to prevent damage to existing buildings including furniture, carpets, fences, gates, walls, roads, paved areas and other site features including trees.
- **Contractor's operatives will not** engage pupils in conversation.
- **Contractor's operatives will** wear appropriate attire, which is acceptable to the school at all times.
- **Contractor's operatives will not** take instruction from school staff that may vary the nature or content of the works.
- **Contractors will** stop work if the school makes a complaint regarding operatives attitude, performance or quality of workmanship.





Willow Park School

# Contractors' Notes (2)

Please read both pages of these notes carefully before signing the Contractors' Log.

- **Emergency Evacuation Point**
  - Out of the front of the building and onto the Rugby Club Car Park
  - Report to Olly Preston (Business Manager) or Kim Preston (Head teacher)
  
- **In the event of a fire or other emergency**
  - Fire Exit signs throughout the building. Once out of an exit door, you'll be able to make your way to the assembly point by turning either left or right.
  - If you exit the school from the front of the building, make your way out and gather on the Rugby Club car park
  - Emergency Evacuation (**FIRE** written in Red)
  
- **The Fire Alarm**
  - Sounds like a siren
  
- **Planned drills on the days you are at our school**
  - Please ask the office staff if we have a drill planned
  
- **Welfare Facilities**
  - Toilets are at the back of the classroom
  
- **First Aid Facilities**
  - A medical facilities can be accessed in the kitchen. Please speak to a member of staff in the office

Telephone 01788 524683

- **Sign the Contractors' Log sheet once you have read both pages of these notes**
  
- Please also read the **Site Rules for Contractors** on the reverse of this sheet