



Visitors Policy

Adopted:	March 2016
Review Date:	Spring 2018
Responsible for Review:	Associate Head
Committee for Review:	Care and Achievement
Frequency of Review:	2 Years
Statutory:	No

Introduction

Bungay High School offers excellent all-round education to ensure each student achieves his or her best and welcomes visitors who often make an important contribution to the life and work of the school in many ways. However we are responsible for ensuring the security and wellbeing of our students during school hours and during organised extra-curricular activities outside school hours. The school is equally responsible for the whole school community for ensuring that visitors comply with the guidelines herein.

Policy Responsibility

The Business Manager is the member of staff responsible for the implementation, co-ordination and review of this policy. This person will also be responsible for liaising with the school's Safeguarding Lead, Catherine Wiltshire.

Aim

To safeguard all children both during school hours and during out of school hours activities which are arranged by the school. The ultimate aim is to ensure Bungay High School children can learn and enjoy curricular and 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, visitors and parents and conform to 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, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

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
- Building maintenance contracts

External Visitors to Bungay High School

The policy applies to all visitors invited to the school by a member of staff.

Protocol and Procedures

Visitors Invited to the School

- a) Before a visitor is invited to the school the Head Teacher, a member of the Senior Leadership Team or a Head of Subject/House will be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission will be granted by the senior member of staff before a visitor is invited to come into school.
 - b) Maintenance contractors will be engaged in work on site both within and outside school hours. They will meet with the Business Manager or Site Staff on arrival. All maintenance contractors used will have been DBS checked by the companies by whom they are employed.
- Visitors will report to reception first – they should not enter the school via any other entrance. This will include excluded or suspended students who are escorted by staff when on site.
 - The receiving member of staff will inform the office in advance of an expected visitor by entering the details in the Visitors Log.
 - At reception, all visitors must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff.
 - All visitors will be asked to sign the Visitors Log which is kept in reception at all times.
 - All visitors will be made aware of the school's Safeguarding procedures.
 - All visitors, including contractors will be required to wear an identification badge. The badge will detail evacuation procedures on the reverse: (When the alarm sounds staff must immediately escort their visitors to the assembly point on the field).
 - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. External visitors must be accompanied at all times.
 - Regular or frequent visitors will be made aware of and asked to sign the Visitors Code of Conduct. The receiving member of staff will be responsible for ensuring that this happens.



- Receiving staff will ensure that visitors abide by the non smoking policy throughout the school site.
- All accidents involving visitors will be reported to the school office where an Accident Report Form can be completed.
- On departing the school, visitors should leave via reception and:
 - Enter their departure time on the Visitors Record alongside their arrival entry
 - Return identification badge to reception

Unknown/Uninvited/Unwelcome Visitors to the School

- a) Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- b) They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The above procedures then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Associate Head should be informed promptly.
- d) The Headteacher/Associate Head will consider the situation and decide if it is necessary to inform the police.
- e) 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.
- f) All our staff are aware of the 'Prevent' Duty and in that context will refer any related concerns about visitors to one of our Senior Designated Leaders for Safeguarding.

Parent Helpers/Volunteer Staff

- a) All regular parent helpers and volunteers will comply with Data Barring Service (DBS) procedures, completing a DBS disclosure form if appropriate.
- b) The School will check all regular helpers and volunteers DBS certification is in date at the beginning of the academic school year. Thereafter, procedures as above should apply.
- c) New volunteers will be asked to comply with this policy by receiving staff before coming into the school for an activity or supporting role.

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.

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