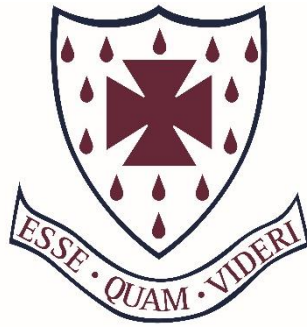


VISITOR POLICY

Date Implemented: September 2020



1888

S. Anselm's

Monitoring :	HEAD
Named Person Responsible :	Designated Safeguarding Lead (DSL): H. Seddon
Designated Governor :	K. Mayson
Last Reviewed :	Michaelmas term 2020
Policy Review Date :	Michaelmas term 2021

1. Policy Aims

1.1. The School has many visitors during the course of a day and it has obligations to fulfil in managing and controlling this aspect of school life.

1.2. The School aims to have procedures in place to enable appropriate individuals to visit the school, while safeguarding the children at the School. In addition the School aims to have procedures in place with regard to adult members of the families or households of residential staff at the School.

1.3. All staff should be aware of the procedures to be followed in relation to visitors in the School.

1.4. All staff should take responsibility for challenging anyone on school premises who is not accompanied, or who is not identified as an authorised visitor and who they feel should not be on school premises.

1.5. The term visitor within this policy should be taken to include contractors.

1.6. This policy adheres to the philosophy underlying the Equalities Act 2010. The School commits to observing its principles and does not discriminate on any grounds.

1.7 This policy has been supplemented by a visitor and contractor checklist, to be checked and communicated to visitors by office staff and additionally recorded and counter signed by visiting contractors who remain onsite to carry out tasks.

2. Procedure - Visitors

2.1. All visitors must sign in at Reception, where they will be provided with a visitors badge and coloured lanyard and made aware of any planned emergency evacuations. Visitors will in addition be advised to read the notes on the reverse of their visitor's badge.

2.2. Visitors should wait in Reception or in a place they are directed to, by Reception staff, until the relevant member of staff arrives to collect them.

2.3. Visitors should be accompanied throughout their visit, unless they are working in an area which is not accessible to pupils, in which case, they may be left to work in the area, provided that the member of staff with responsibility for them checks on them at regular intervals.

2.4. Visitors should use only staff cloakrooms.

2.5. Visitors must sign out at Reception before leaving the site, unless the member of staff concerned has seen them leave the site and then signs them out.

2.6. In the event of a fire evacuation members of staff with visitors must ensure that their visitor reaches the appropriate assembly point.

2.7. Where a visitor takes part in the delivery of a lesson or speaks in public they must be supervised by the member of staff with responsibility for the lesson. A visiting speaker risk assessment must be completed.

2.8. Where staff arrange for visitors to work with pupils, this should be agreed in advance by the Head prior to the visit. Guidance in relation to safeguarding aspects of the visit will be provided by the DSL or relevant Assistant Head. In the case of individuals who may be requested to visit the School regularly to work with pupils this guidance will include a requirement that a DBS check is completed prior to any un-supervised work with pupils.

3. Procedures – Adult member of the families or households of residential staff

3.1. Every adult member of a household occupying accommodation which is provided as part of an employee's conditions of employment is required to have a DBS Check if over 18 years old. This clearance is required before the accommodation is occupied.

3.2. All residential employees of the School are required to sign a licence agreement which covers their occupation of the accommodation provided by the School, this agreement includes a requirement that adult members of their family / household comply with the terms in this policy.

3.3. Every adult member of a household occupying accommodation which is provided as part of an employee's conditions of employment is required to have a DBS check over 18 years old. In addition they are required to sign to confirm that they have read and understood this policy.

3.4. An induction session in Safeguarding for adult members of the households of accommodated staff will be provided by the School.

3.5. Adult members of the households of accommodated staff should be conscious of the fact that they are not School employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible.

3.6. Household members should not enter or attempt to use any of the areas that are designated for boarders, nor should they attempt to establish friendships with individual pupils.

3.7. Accommodated staff and their families may entertain guests in their houses during term-time and invite guests to stay overnight; but it is important that their host ensures that they are aware of the fact that certain restrictions apply because they are visiting a school.

3.8. Where a resident member of staff anticipates that a guest to their accommodation may become a regular guest they should seek advice from the staff within the School with responsibility for safeguarding to determine whether they guest should comply with 3.3 above.

4. Responsibilities

4.1. All staff have responsibilities under this policy to ensure that visitors are aware of and adhere to the procedures outlined above.

4.2. Resident staff are responsible for ensuring that adult members of their family or household who are resident with them comply with section 4 above and that guests to their accommodation are made aware of the restrictions which apply because they are visiting a school.

5. Oversight

Oversight of the Visitor Policy is undertaken by the Senior Leadership Team. The policy will be reviewed by the Designated Safeguarding Lead every two years.

This policy is available to parents of pupils and prospective pupils, on the school website, and on request.