

# Visitors Policy inc Safeguarding Checklist and Visitors Guide



## Proverbs 18:15

**An intelligent heart acquires knowledge and the ear of the wise seeks knowledge.**

**The Governors are committed to supporting the school in its endeavours and to ensuring that this policy is achieved in the light of its vision,**

Derby Cathedral School is a community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core. Underpinning and permeating our community are fundamental Christian values, of which we are proud. In line with the teachings of the Church of England we ask;  
“for individuals to be the best they can be”.

We ask that all stakeholders of Derby Cathedral School uphold this philosophy through  
their ACTIONS,  
their ASPIRATIONS,  
and their ACHIEVEMENTS.

Through our curriculum, our enrichment opportunities, our pastoral House programme, our guidance and our role modelling, we aim to enable all members of our community to fulfill and exceed their potential.

Policy Status	Date	Chair of Governors	Review Date
Approved by LGB	17/10/2019		Autumn Term 20

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## **Statement of intent**

This policy is designed to outline **Derby Cathedral School's** policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## **1. Authorisation**

- 1.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 01332 325710.
- 1.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 1.3. The school office will be contacted about a proposed visitation, giving as much notice as possible in advance. The school office will pass all details on to the Headteacher / SBM for agreement before getting back to the visitors and confirming the details of their visit.
- 1.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Headteacher's authorisation.
- 1.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the school staff are happy to do so and are available without negative impact on the efficient operation of the school. The visitor will not be allowed into the school without the supervision of a teacher, member of the reception staff or member of the senior leadership team.
- 1.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

## **2. Visiting procedures**

- 2.1. All visitors to the school, including parents, will comply with the following procedure:
  - Immediately report to the school reception area on arrival
  - Provide their details to the reception staff, including:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
    - Expected length of visit (if known)
  - Sign-in using the visitors' book
  - Display ID badges provided at all times while on school property

Please note if the visitors badge is red, the visitor must not leave reception without being accompanied at all times.

- Sign-out using the visitors' book upon departure
  - Return ID badges to the school office before departure
- 2.2. Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.
  - 2.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
  - 2.4. Where possible, prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.
  - 2.5. Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.
  - 2.6. A visitor checklist (appendix A) will be completed by an appropriate member of staff if the visitor will not be chaperoned during their visit. This checklist is to be submitted to the SBM at the earliest convenience when complete.

### **3. Exceptions**

- 3.1. Visits to the school by contractors are governed by our Contractors' Policy.
- 3.2. Parents/carers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- 3.3. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

### **4. Unidentified individuals**

- 4.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- 4.2. Any such visitors will be directed to the school office where they can sign-in.
- 4.3. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may

be called to assist. Should it be deemed necessary this may invoke the schools lockdown procedures.

## **5. Visitor conduct**

- 5.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.
- 5.2. Derby Cathedral School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 5.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 5.4. In the event of persistent occurrence of unacceptable behaviour on the school site, Derby Cathedral School has the right to request a banning order from the LA for the individual in question.

## **6. Monitoring and review**

- 6.1. This policy will be monitored and reviewed on an annual basis by the headteacher and governing body.
- 6.2. Amendments to the policy will be communicated to all members of the school community.