



## **Visitor Policy**

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The Board of Governors assures all visitors a warm, friendly and professional welcome to Old Basford 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 Board of Governors and senior leadership staff to ensure that this duty is uncompromised at all times. In performing this duty, the Board of Governors 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.

### **The Aims of this Policy**

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

### **The Objectives of this Policy**

The key objectives of this policy are 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/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching 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 etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

## Protocol and Procedures

### **Visitors Invited to the School**

Before a visitor is invited to the school, the Headteacher/Deputy Headteacher are informed, with a clear explanation as to the relevance, purpose date and time of the visit. **Permission must be granted by the Headteacher/Deputy Headteacher before a visitor is asked to come into school.** After permission is granted, the School Business Manager/office staff are also informed so they can be prepared for their arrival.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification (Appendix 1 - Visitors to school Flowchart and Appendix 2 – At a glance guide to visitors checks)
- All visitors ‘buzz’ in through the drive or pedestrian gate intercom and are asked who they are and who they are visiting before gaining entrance to the school site
- All visitors enter the school building through the main door and report to Administration staff
- All visitors must again state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign in via InVentry
- All visitors are asked for photo ID and relevant paperwork (Appendix 1 - Visitors to school Flowchart and Appendix 2 – At a glance guide to visitors checks)
- All visitors are required to wear an identification badge on an appropriate coloured lanyard (red = no DBS has been seen so supervision is required at ALL times, green = DBS seen and there is no need for supervision)
- The lanyard/badge must remain visible throughout their visit.
- Visitors are 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.

On departing, visitors leave via reception and:

- Sign out on InVentry
- Return the identification badge to reception
- Leave the school site through either the pedestrian gate or drive gates

### **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, music teachers etc.)
- 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

- Visitors on the Approved List must follow the same procedures on entry to the premises (i.e. come to reception and sign in on InVentry).

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge or a red lanyard and is unsupervised, is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception or back to the member of staff responsible for them.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Headteacher/Deputy Headteacher (or Middle Leader if SLT are not available) 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 volunteers who attend school on a regular basis are required to have an enhanced DBS. New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of 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.

### **Work Experience**

It is the responsibility of the designated work placement lead of the named setting (where the student is coming from) to ensure Old Basford School receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our pupils.

Pupil safeguarding must be at the forefront of every decision made with regards to accepting students. It is the responsibility of the Old Basford School to ensure that any student invited into the school environment is given basic briefing on the following subjects for their own safety and that of school pupils and staff:

- Behaviour Management
- Safeguarding / Child Protection Policy
- Code of Conduct
- Confidentiality
- Dress Code
- Fire/Emergency Evacuation Procedure
- First Aid procedures
- Health and Safety considerations
- Use of mobile phones

Students should be assigned to a mentor who will be their first point of contact during their time with Old Basford School. It must be emphasised to students that all conversations and any documentation they may have access to is strictly confidential and should be treated as such.

Students must sign in and out using InVentry in the main entrance each day on arrival and departure, this includes when leaving the premises for a lunch break and wear a green lanyard and their ID badge at all times on site.

### **CPD**

As part of their induction, new staff are made aware of the visitor policy and asked to ensure compliance with its procedures at all times.

### **Linked Policies**

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

- Child Protection and Safeguarding
- Code of Conduct
- Health and Safety
- Fire Safety

### **Monitoring and Evaluation**

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.