

External Visitors Policy

AIMS OBJECTIVES PROCEDURES

INTRODUCTION

Visitors are welcome to Beacon Reach. Indeed they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein. Implementation of this policy will contribute to one of the five outcomes required by the Government's Green Paper, Every Child Matters: staying safe

AIM

To safeguard all children under this school's responsibility both during the waking Day curriculum and across the 24 Curriculum when taking part in activities that has been arranged by school or the home setting. The ultimate aim is to ensure children and young people at Beacon reach can learn and enjoy 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 conforms to child protection guidelines as set by the DfES (see www.teachernet.gov.uk): preventing unsuitable people from working with children and young persons in the education service.

REFER TO:

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

- Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Fire Safety Policy

WHERE AND TO WHOM THE POLICY APPLIES

Beacon Reach is deemed to have control and responsibility for it's pupils anywhere on the school site and at any given time, the policy applies to:

- All teaching and non- teaching staff employed by the school
- All external visitors entering the school site during the school day
- All visitors entering site during the evening and weekend
- All Parents
- All Pupils
- Building and Maintenance Contractors

EXTERNAL VISITORS TO BEACON REACH

Staff are required to be familiar with Beacon Reach Child Protection Policy and the DfES guidance on Child Protection (accessible via www.teachernet.gov.uk) in relation to: preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited to the Beacon Reach

PROCEDURES

Visitors Invited to Beacon Reach

- a) Before a visitor is invited to the school, appointments will be booked through the secretary and all relevant people informed of the visit
- b) When inviting visitors to the Beacon Reach they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
 - All visitors must report to reception first - do not enter the school via any other entrance
 - 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 the Visitors Record Book which is kept in reception at all times
 - All visitors will be required to wear an identification badge
 - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception or the waiting room to receive the visitor. The contact will then be responsible for them while they are on site.
- c) On departing the school, visitors should leave via reception and:
 - Report to the secretary who will sign them out
 - Return the identification badge to reception
 - A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).
- d) Visitors to site outside of normal working hours:
 - Report to the Team Leader on Duty to acknowledge their arrival
 - Team Leader will then sign the Visitor in the visitors book(In Team leader office)
 - On leaving report to the Team Leader
 - Team Leader will then sign the visitor out and a member of staff will escort them to the car park

Unknown/Uninvited 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 visitors book and be issued with an identity badge. The above procedures will then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head of Education and Registered Manager (or Senior Leader if neither is available) should be informed promptly.
- d) The Head of Education / Registered Manager (or Senior Leader if neither is available) 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.

STAFF DEVELOPMENT

As part of their Induction, new staff will be made aware with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

DISSEMINATION

This policy is publicised to all in the school community through:

- Beacon Reach prospectus/Welcome pack
- School Website
- Policy Pack

MONITORING AND EVALUATION

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

Beacon Reach