

# Visitor Policy

This Policy applies to the whole School and is published to staff, pupils, parents and visitors

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## **Introduction**

Longridge Towers School encourages parents and other people to visit the School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the School has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the pupils and staff and to protect the School's facilities and equipment from misuse or vandalism. 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 Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body 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 Head is responsible for the implementation, coordination and review of this procedure. The Head will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Lead as appropriate. All breaches of this policy must be reported to the Head.

The School is deemed to have control and responsibility for its pupils 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 staff employed by the School
- All external visitors entering the School site during the School day or for after School activities (includes police, peripatetic tutors, sports coaches, and topic related visitors e.g. authors/ journalists etc.)
- All Governors of the School
- All parents and volunteers
- All pupils
- Other education related personnel (County Council Advisors/ Inspectors)
- Building & Maintenance and all other independent contractors visiting the School premises
- Independent contractors who may transport pupils in minibuses or in taxis

## **Visitors to School**

The site is an open site; during term time all visitors will be required to register at Reception on arrival and will be issued with a 'Visitor Pass'. During the registration process they will give their name, organisation, who they are visiting and arrival time. They will also be requested to wear and visibly display the Visitor Pass, or other approved identification, when on the School premises. All visitors will be given or shown a copy of the visitor's information leaflet detailing information about the Schools emergency procedures and protocols. Visitors will 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. Visitor's welfare facilities will be available.

## **Types of Visitors**

### **Approved Visitors (Disclosure and Barring Service checked)**

Approved visitors who have demonstrated prior to their visit that:

- They have a current clear enhanced DBS check, and this has been registered on the School's central record database and
- A current clear DBS children's barred check has been undertaken

They will not have to be escorted on the premises but will still be required to register and to wear a Visitor Pass.

### **Visiting Speakers**

We will often invite external speakers to meet with a group of pupils, for example in assembly or as part of a workshop. Visiting speakers are required to follow the Visiting Speakers Policy in advance.

### **Spectators**

A group of parents or visitors who have been invited to visit Longridge as part of a scheduled event such as Open Morning, Class Assembly or scheduled performance by a class, team or group, or other adult participants in organised and School approved activities during School hours are exempt from the registration requirements.

### **Governors and Volunteers**

All Governors and volunteers must comply with DBS checks, and as such will be treated as approved visitors. New Governors will be made aware of this policy and will be familiar with its procedures as part of their induction. This is the responsibility of the Head and Chair of Governors. The HR department will work with new volunteers as they need an approved DBS check before they can start volunteering.

### **Visiting Areas**

#### **Visitors to classrooms and other instructional areas**

Visitors may only enter classrooms or other instructional areas if accompanied by a member of staff or a nominated guide.

#### **Visitors to Boarding Houses**

Access to boarding houses is strictly controlled as this is not only the pupils' home but also areas where they may be changing or sleeping. No visitor is permitted to enter a boarding house unless they are accompanied by a member of staff, with the exception of parents at the beginning or end of term to deliver/collect pupil belongings.

#### **Business Visitors, Contractors and Service Providers**

There are any numbers of business visitors, contractors and service providers who may have cause to wish to enter the School site for a range of differing reasons all of which will follow the sign in procedure.

Contractors coming on to site complete our control of contractor's paper work before their work commences. Site contractor work is scheduled as much as possible for during holiday periods when pupils and visitors are not on site.

In the case of expected visitors, for example someone coming for interview or with an appointment, Reception should be informed in advance. Reception staff will then follow our standard procedures.

Organisers of an event involving larger numbers of visitors from outside the School should follow our event procedures and fill in the event preparation paperwork. Wherever possible, a list of expected guests should be given to Reception. A check-in venue may be organised and either official visitors' passes or the event organiser's own labels may be given to guests.

### **Family visits**

Parents, relatives or family friends visiting a pupil are expected to contact the School Reception in advance to seek permission and to advise of the timing and reason of visit.

### **Visitors Departure from School**

On departing the School, visitors must leave via reception and:

- A member of staff should escort the visitor to reception to sign out and their departure time will be logged.
- Return the Visitors Pass to reception and depart through the front entrance.

### **Site Security and Safety**

The School has a duty under the Occupiers Liability Act (OLA) (1957) to take such care as is reasonable to see that visitors will be reasonably safe in using the premises for the purpose for which they are invited by the occupier to be there. If a visitor acts in a way contrary to the permission given to them to enter the premises, OLA 1957 will not apply and that person will be deemed to be an unauthorised visitor and may be escorted from the property. If an unauthorised visitor refuses to leave the site the police will be called.

The Health and Safety at Work Act 1974 (HASWA) states that Employers must protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public. This is taken into consideration throughout all of our risk assessments, policies and procedures.

All staff must be prepared to politely challenge anyone they come across on the School premises, who is not wearing a visitor's badge, and either escort them to Reception to obtain a badge or advise Reception and a member of Senior Leadership Team (SLT) to escort them off site. If a staff member has concerns, they should inform a member of the SLT or radio the Site Manager. Staff and pupils must not give out door codes to third parties.

Pupils should be reminded regularly of their part in keeping the site secure and restricting access to the site e.g. not holding doors open for strangers, deferring to a member of staff if there is any doubt. If they are worried about the actions of a visitor on site or are approached in an inappropriate way, they should contact a member of staff or other pupils immediately.

The restrictions on movement within this policy do not apply when pupils are not on site, for instance during the holidays. Staff and visitors to the site will still sign in for health and safety purposes during holiday periods.

## **Personal safety of pupils, staff and visitors during the School day**

Pupils and staff move freely and without direct supervision, around the site (e.g. between buildings and classrooms) Longridge Towers School Site is part fenced but is essentially open access via multiple entry points.

The risk of contact with unauthorised visitors or authorised visitors not identified as such is carefully taken into consideration; the following control measures have been put in place and are reviewed regularly:

- Coded door lock systems in place on the site buildings and codes are not given out to third parties; codes are changed regularly
- Staff are encouraged to politely challenge strangers and/or to contact Senior Staff for assistance. Pupils are encouraged to politely challenge strangers or ask any staff for assistance. This may not apply to Spectators unless pupils or staff are concerned they may not be real Spectators.
- Staff carry out pupil supervision duties at break times and lunch times
- Duty staff carry radios and can call for assistance if needed
- Pupils are told not to approach, admit or engage with strangers and to seek assistance immediately if they have concerns.
- Longridge Towers School visitors report to Reception and are signed in and given a visitors badge and are accompanied when on site.
- All School employees carry identification.
- Visiting Speakers and their on-site contact complete visiting speaker paperwork before they attend the School.
- Control of contractors paper work is completed in advance for contractors on site
- Safeguarding policy
- School Security Policy
- School Emergency plan
- Lockdown procedures in place

## **Vehicles on Site**

The risk to pupils, staff and visitors from vehicles being driven on site is taken into consideration; the following control measures have been put in place and are reviewed regularly.

### **Present controls**

- Barriers are in place to segregate pedestrians and vehicles
- Speed limits are in place on site and are signposted
- One-way systems are in operation around bus parking and Jerningham building areas
- School minibus drivers are MiDAS trained
- Sixth Form pupils should obtain written permission to drive on site and must abide by the Student Car Use Policy.
- Known high risk areas are regularly assessed and traffic control measures are reviewed periodically by the Health and Safety Executive.
- Pupils, staff and visitors are encouraged to use designated crossing points provided and to use footpaths.
- Designated car parking areas
- Disabled parking is available

- Traffic duty staff wearing high visibility clothing are in place at drop off and pick up times
- Traffic marshals wearing high visibility clothing are in place during larger school events when there is increased traffic flow
- During winter months, light timings are adjusted accordingly to ensure that adequate lighting is in place across the site
- Traffic management policy in place
- Pedestrian safety and traffic management risk assessment in place

### **Public Use of the School Facilities**

Longridge Towers School hires its facilities to members of the public for sports clubs e.g. archery, cricket etc. and larger events such as weddings. The safety of the pupils and staff is paramount, and all measures are taken to ensure that the presence of members of the public on site does not lead to a safeguarding threat to our pupils and staff. The following measures are taken to safeguard the community.

### **Hirers - both sports and facilities.**

- Hire terms and conditions set out clear expectations in terms of child protection and health and safety. The client must acknowledge and sign to say that they understand and accept the conditions.
- All bookings are made formally through the Health and Safety Coordinator for operational planning and the completion of the correct paperwork.
- The boarding staff are made aware of the days, locations and times that groups are on site
- Operational staff are made aware through briefings of hirers on site and their use of facilities.
- School staff patrol site and lock up as directed by senior staff.

### **Larger event hire**

- The hire of premises for events such as weddings are only permitted during School holidays when no pupils are onsite. Hire terms and conditions paperwork is completed for all events and health and safety procedures are followed at all times.

### **Linked policies**

This policy should be read in conjunction with the following policies which are available on the School website:

- Safeguarding Policy
- Fire Safety and Prevention Policy
- Risk assessments Policy