



pupil voice



respect



independence



dignity



entitlement



VISITORS IN SCHOOL POLICY

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An academy within:



“Learning together; to be the best we can be”



We recognise that the children and young people within our school are some of the most vulnerable within the country. We all have a duty of care for the wellbeing and welfare of our children and young people.

Kelford School promotes partnerships with a wide range of multi-agency workers, other schools and professional colleagues. The school requests that every visitor follows the same procedures to ensure the safeguarding of its children, young people, staff and themselves.

All visitors must report to reception where they are asked to identify themselves, sign the visitors register and receive an identification badge and to read information regarding their safety and welfare. At this point, reception staff will inform the appropriate person of their arrival. On leaving the school visitors will be asked to sign out and return their identification badge. They should not re-enter the school buildings.

The school's external doors and main pedestrian gate are key-coded or controlled by key fob. The codes to these doors should not be shared with anyone other than Nexus MAT (Kelford School) employees. The codes are changed on a regular basis. Key fobs are assigned given to employees of the school or the trust only; staff are informed that if they lose their key fob they will have to pay a £5 replacement fee.

Many of the people that visit our school do so by appointment. There are many professionals that the school works with on a regular basis, who are recognised by both staff and students, that may work or travel within school unsupervised. Other visitors will require a higher level of supervision by a member of school staff and they will not be left in a one to one situation with any student. Visitors that are due to work with school on a regular or long term basis will be asked to provide evidence of a Disclosure and Barring Service (DBS) check. Until this is supplied they will not work unsupervised with students. Those that currently work with the school on a regular basis have been asked to provide evidence of a DBS check. Any visitors or contractor that does not require association with students is encouraged to visit out of school hours, for example, maintenance contractors, IT technicians. Any visitor



that carries our maintenance or building work must complete the asbestos register and the Construction (Design Management) form (CDM); both of which are kept on reception.

Families may visit school for a number of reasons; this is generally by appointment only. Parents may accompany their child on educational visits. The short term nature of these visits does not require a DBS check. However, if a parent visits school on a voluntary basis for more than 3 occurrences in 30 days, they will require a DBS check and should not be left unsupervised with students and will preferably not be placed in their child's class. Students from other schools that work with our school do not need to be DBS checked if they are under the age of 16. Students from 6th form colleges or universities will be asked to have a DBS check in place by their education provider; however, if the student struggles with this the school will process a DBS check for them. All DBS information is kept on the School's Single Central Record.

All visitors, parents, professionals and colleagues working in a classroom environment, should work to the professional boundaries of teachers e.g. around issues of confidentiality. These may be different from their own boundaries where, for example, a school nurse is holding a confidential advice or information session for individual pupils. They will therefore need to adhere to the schools Confidentiality Policy and report any concerns to their main contact or the Head Teacher.

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. They should then be escorted to reception to sign the visitors book and be issued with an identity badge. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Leader Team should be informed promptly. The member of Senior Leadership 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.



Some of our children or young people are not allowed access to some or all of their family members. These are generally Looked After Children. The Designated Safeguarding Lead will inform the Business Administration Team of these and notes are entered on to the school's pupil information system (SIMS) to ensure that any access from family is prohibited.

People that have been invited into school should enrich and enhance the stated aims and objectives of the curriculum. It should also have significant benefit to children and young people. Their input must add rather than detract, must educate rather than sensationalise or create propaganda, and must add a dimension which the teacher alone cannot deliver. It is important to remember that although the main focus of the lesson is based upon the input of the visitor, the teacher is still responsible for the lesson and the learning which results. Any sessions that are not delivered by school staff should be evaluated by all of those involved.

Policies to read in conjunction with this policy: Safeguarding Policy, Confidentiality Policy, Health and Safety Policy.