



An ambitious school at the heart of the community

School Visitors Policy

Previous Review: February 2013

Current Review: February 2016

Next Review: February 2019

Introduction:

The security and safeguarding of the students at Tytherington School is its priority. Visitors are welcome to the school and can make an important contribution to its life and work. The learning opportunities and experience they bring are encouraged and appreciated.

Tytherington School's mission:

Our mission is to provide all students with a high quality education that encourages them to be articulate, resilient, courageous, curious and have the confidence to stand up for what they believe in.

Policy Responsibility:

The Senior Leadership Team and Human Resources are responsible for the implementation, co-ordination and review of this policy

Aim:

This policy seeks to ensure the safeguarding of all children under Tytherington School's responsibility, during both school hours and during out of school hours activities which are arranged by the school.

To whom the policy applies:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the site during the school day or for after school activities
- The school governing body
- All parents
- All students
- Education personnel
- Building and maintenance contractors

¹ Department for Education (2015), *Keeping Children Safe in Education*. London: Accessed at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf

Visitors invited to Tytherington School

- **Short-term**
 - Visitors must enter the school via the reception entrance only
 - Once at reception, visitors must state the purpose of their visit and who has invited them – *formal identification may be requested by the member of staff greeting the visitor*
 - Visitors will be requested to sign the 'Visitors Signing in' Book and provided with a Visitor's badge. This must be visible at all times and returned to reception when signing out before leaving the site
 - Visitors will be provided with Tytherington School's 'Safeguarding – Information for Visitors' leaflet
 - Visitors will be informed of any planned fire drills and the closest fire exits and assembly points
 - Visitors will then either be escorted directly to their point of contact or the point of contact will be asked to come to reception to receive the visitor. The contact will be responsible for the visitor whilst they are on site
- **Repeat/Regular Visitors**
 - A visitor will be engaging in regulated activity if they are "responsible on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children". A regular basis is satisfied if "the person carrying out the activity does so at any time on more than three days in any period of 30 days"¹
 - It is a legal requirement to check people working in Regulated Activity are not barred from working with children
 - If these details apply to the visitor, they will be directed to the Human Resources department in order for the appropriate checks and induction arrangements to be undertaken

Visitors are encouraged to visit the school during school hours only. If a visitor attends after these hours, they should contact the member of staff to advise of their expected arrival time. The process defined for short-term visitors should be followed.

Uninvited/Unknown Visitors to Tytherington School must enter the school via the reception entrance only and follow the process defined for short-term visitors. In the event that the visitor refuses to comply with the short term visitor process, the Headteacher and Senior Leadership team should be informed promptly and the police notified if appropriate.

Staff action

If a member of staff is contacted by an outside agency/individuals requesting permission to visit lessons, observe teaching etc., permission must be obtained from the Headteacher or Senior Leadership Team before any agreement is made.

Staff should agree the attendance of all visitors with their line managers in the first instance and inform reception of the details regarding any impending visitors.

Staff are requested to remind pupils that all visitors are to be treated with courtesy and respect.

Development: Staff will be made aware of this policy and Safeguarding Guidance at induction and should remain vigilant at all times.

¹ Department for Education (2015), *Keeping Children Safe in Education*. London: Accessed at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf

Relevant school policies:

Safeguarding Policy (including Safer Recruitment)

Confidentiality Policy

Health and Safety Policy

E-Safety & Internet Acceptable Usage Agreement

Approved by the Finance and Infrastructure Governors Committee on 10 March 2016

Next Review: February 2019

¹ Department for Education (2015), *Keeping Children Safe in Education*. London: Accessed at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf