



# External Visitors Policy

**Approved by:** Full Governing Board

**Date:** October 2024

**Next review due  
by:** October 2026

## 1. Introduction

Visitors are welcome to West Moors Middle School and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is not compromised at any times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

## 2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy to be approved by Governors.

### **3. Aim**

To safeguard all pupils under our responsibility when at school, arranged activities under our direction out of school and after school. The aim is to ensure West Moors Middle School pupils are able to learn and enjoy extracurricular experiences, in an environment where they are safe from harm.

### **4. 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, governors, visitors and parents and conforms to safeguarding children guidelines as set by the DFE.

### **5. Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils anywhere 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 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.)
- All governors of the school
- All parents and carers
- All pupils
- Education personnel (Local Authority Advisors, Inspectors)
- Building & Maintenance Contractors

### **6. Protocol and Procedures**

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

**6.1a)** Before any visitor is invited to the school, the Headteacher should be informed using the visitor risk assessment form (appendix 2), with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre visit checks required.

Visitor Risk Assessment Forms are not required for:

- Parents and carers visiting staff

**6.1b)** When inviting visitors to the school they should be asked to bring formal identification (as requested by the Headteacher in the Risk Assessment) 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 main reception first; they must not enter the school via any other entrance
- At main reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification (Local authority staff should have their ID Badge and DBS clearance paperwork)
- All visitors will be asked to sign in on the iPad in main reception

- All visitors will be required to wear a school lanyard and identification badge and read the information about emergency evacuations procedures and safeguarding policy
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision □ In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the designated assembly point

**6.1c)** On departing the school, visitors should leave via main reception and:

- Sign out on the IPad in Main Reception
- Return the school lanyard and identification badge

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

- a) Any visitor to the school site who is not wearing a school lanyard and 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 in via the IPad and be issued with a school lanyard and identity badge. The above procedures in 6.1 then apply.
- c) In the event that the visitor refuses to comply, the Headteacher or Assistant Headteacher should be informed promptly and the visitor will then be asked to leave the site immediately.
- d) The Headteacher / Assistant Headteacher will 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. The Headteacher / Assistant Headteacher will decide what further action to take that may include seeking legal advice or police contact.

### **6.3 Volunteer Helpers**

- a) All volunteer helpers MUST work under the close supervision of teaching staff as they are participating in 'regulated activity' and are therefore not required to hold a DBS check. Volunteers in schools who are unsupervised will require a DBS Check with Barred List Check.
- c) All Volunteer Helpers must sign in at Reception and wear their sign in badge and visitor lanyard. They should sign out at the end of their volunteering session and return their badge and lanyard. c) Any concerns relating to a Volunteer Helper MUST be dealt with immediately, informing the Headteacher or Assistant Head. The whistleblowing policy and practice must be applied.

### **6.4 Governors**

- a) All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school, (if not already held).
- b) The School must check all Governors DBS certification is current at the beginning of the academic school year. Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the IPad and wear the school lanyards and photo identification issued to them when they take up post.
- c) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher or Chair of Governors.

### **7. Linked policies**

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

- Child Protection and Safeguarding Policy

### **8. Dissemination**

This policy is publicised to all in the school community through induction, staff training and is stored on staff share (Policies).

### **9. Monitoring and Evaluation**

The suitability and impact of all visitors invited into school to work with the children will be assessed at the end of each visit and a decision made as to further involvement.

## Appendix 1

### **Guidelines to Staff for External Visitors**

Before any visitor is invited to the school, the Headteacher should be informed using the Visitor Risk Assessment Form (Appendix 2), with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

Permission must be granted by the Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre-visit checks required.

Process to follow when arranging a visit to school:

- Staff arranging the visit to complete a Visitor Risk Assessment Form at least one week before proposed visit and pass to Headteacher.
- Headteacher will assess risk and decide requirements.
- Copy of completed Visitor Risk Assessment Form outlining requirements to be returned to member of staff and copy to Reception.
- Please note if you wish your visitor to have unsupervised access to the school site they must have an Enhanced DBS and/or Barred List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS/CRB was issued. This information will be held by the Support Services Manager. □ Certain organisations have confirmed in writing that appropriate checks have been carried out on all of their employees both existing and new and this information will be kept by the Support Services Manager and at Main Reception as a record of organisations whose employees are allowed unsupervised access to the school site.
- All visitors should in any case bring some form of photographic identification.
- Member of staff arranging visit to ask visitor to sign in at Main Reception and obtain a pass and the appropriate lanyard and badge.
- All visitors must sign out at Reception at the end of their visit and return their identification badge and lanyard

**The following category of visitors do NOT require a Visitor Risk Assessment form to be completed, but the steps detailed below must be followed:**

**Parents and carers who are meeting with Staff**

- Sign in at Main Reception and given visitors badge and lanyard
- Collected and supervised by a member of staff at all times
- Returned to Reception by member of staff at end of meeting to sign out and return badge and lanyard.

**Could all colleagues please advise main reception in advance of all expected visitors/contractors and inform reception how to contact you when they arrive with as much advance notice as possible.**

Appendix 2

**West Moors Middle School**

**Risk Assessment for Visitors to School**

**Please complete at least a week before the visit and give to Support Services Manager.**

West Moors Middle School – External Visitors Policy

Name of visitor / organisation	
Purpose of visit	
Class or person they will be visiting	
Member of staff arranging visit	
Date and time of visit	
Will the visitor have unsupervised access to pupils? If so, please give details of how safeguarding will be ensured.	
If the visitor will NOT have unsupervised access to pupils, please give details of how they will be supervised/accompanied during the visit.	

**Headteacher's Assessment**

Headteacher's comments relating to this visit	
<b>Signature</b>	
<b>Date</b>	