

Horizons Independent School

VISITOR POLICY

1. Introduction

This guidance is intended to help Horizons Independent School manage visitors in a way that ensures the safety of children and adults on site. The responsibility for this lies with Roger Boulton (hereafter referred to as senior staff)

2. Guidance and Responsibilities

Senior staff are responsible for implementing this guidance and managing visitors to the school. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within the building. All staff should be made aware of this guidance and that it applies to all visitors equally.

3. Types of visitor

There are a number of different types of legitimate visitors to Horizons Education.

- Visitors who attend in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles.
- Visitors who attend the school in connection with the building or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors i.e. parents, parent helpers.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard children, the reputation of Horizons Independent School and the visitor. Where appropriate, risk assessments should be undertaken. Senior staff should be aware of visits in advance.

4. Procedures for ALL visitors

- Wherever possible, visits should be pre-arranged.
- All visitors must ring the doorbell to gain access to Horizons Independent School. The front gate will be opened by a member of Horizons staff.
- At the main entrance, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification where applicable.
- All visitors will be asked to sign the visitors' book in the main entrance to the school
- Visitors should wait in the main entrance until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and Horizons Independent School has assured itself that

the visitor has had the appropriate DBS check. Visitors with a DBS will wear a light blue lanyard.

- On departing the building, visitors should leave via the main entrance, sign out of the building and be seen to leave the premises.
- If a regular visitor to the school does not have DBS clearance (eg ex-student carrying out work experience), this will be referred to senior staff for approval. If the visitor is allowed onto the premises, it will be made clear to this individual that they must be accompanied by a member of staff at all times and they must not have unsupervised activity with students. These visitors will wear a red lanyard to indicate the lack of a DBS.

5. Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not known should be challenged politely by staff and escorted to the main entrance to sign the visitor's book. Failure to comply should result in them being asked to leave the site. In extreme circumstances or if the person refuses to leave, the police could be called.

6. Wirral Council staff

Wirral Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations.

7. Contractors

For building or maintenance contractors Horizons Independent School will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work on site. All contractors entering the building on a school day, while students are present should have a DBS. Contractors should sign in.

8. Parents and relatives

Keeping Children Safe in Education (2015) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a meeting. In these circumstances senior staff should use their professional judgement about the need to escort or supervise visitors. Visitors who are exempt from DBS will be asked to wear the red horizons lanyard.

9. Ofsted

Our policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. However we do acknowledge that Ofsted staff who

would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

10. Raising awareness of visitor safety with children

Staff and students will be reminded on a regular basis that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff.

11. Concerns related to a visitor

Staff and students will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding. Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding) and promptly brought to the attention of senior staff. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact Wirral Council's LADO for advice.