

## External Visitors Policy

Heckmondwike Grammar School welcomes visitors and they can make an important contribution to the life and work of the school in many ways. We seek to ensure all visitors receive a warm, friendly and professional welcome, whatever the purpose of their visit.

It is the responsibility of the school to ensure that the security and wellbeing of its students and staff is not compromised at any time by having a policy in place to ensure external visitors know what to expect when they visit.

Staff arranging visitors are expected to have read and adhered to the most recent DFE statutory guidance on Keeping Children Safe in Education (KCSIE).

All individuals – visitors and others – present on school owned or controlled property are expected to conduct themselves in accordance with the law. If an individual behaves or conducts themselves in such a way that is inconsistent with this policy or any other school policy, or is otherwise inconsistent with the best interests of the school, then the individual will be asked to refrain from such conduct and may be asked to leave school owned or controlled property at once.

This policy applies to:

- All teaching and non-teaching staff employed by Heckmondwike Grammar School (HGS)
- All external visitors entering HGS. during the school core day or for evening activities (including peripatetic tutors, sports coaches, guest speakers etc)
- All governors
- All parents/carers
- All students
- Education personnel (Local Authority Advisors, Inspectors, Social Workers, awarding body external verifiers)
- Building and Maintenance Contractors
- Volunteers

Policies linked to this document:

- Safeguarding Policy – available to view on our website or paper copy held on Reception for visitors to read
- Health & Safety Policy



## Visitors to School

All staff inviting visitors in to school should inform their line manager and reception of expected visitors in advance via email. If ID checks are required to be carried out, the HR/Payroll Officer will be also need to be informed in advance via email. **If there is any uncertainty about the need for ID checks please contact HR for advice.**

If the nature of the visit is a school event, an RFA should be completed at least 1 week in advance so that permission can be given and it can be recorded on the school calendar.

- Visitors are to be advised to report to reception, via the reception car park, where they will announce their arrival and be permitted access to the Reception area. They must state their name, who they are visiting and reason for their visit.
- Once at reception they will be asked to see a form of identification or school email confirming their expected attendance.
- Visitors will not be permitted past reception until the named person they are visiting has met them in reception.
- If a visitor is arriving by car, reserved parking spaces must be booked in advance, by informing the Site Team. If Site Team are required to assist with car parking duties, this must be agreed in advance also.
- All visitors will be requested to sign using the school's electronic inventory system.
- All visitors are required to provide their name, organisation (if applicable), who they are visiting and vehicle registration (if parking in the car park). They will also have their photo taken which will form part of the visitor badge needed to be worn at all times during their visit.
- All visitors will be required to read and accept the safeguarding and information for visitors document.
- Visitors without a current and valid enhanced DBS will be issued with a **red** lanyard to wear, which indicates that they are to be escorted by a member of staff at all times.
- Visitors with a current and valid enhanced DBS will be issued with a **green** lanyard, once their original DBS certificate and photo ID has been checked.
- Visitors are to be escorted back to reception at the end of their visit, where they will hand their visitor badge back and be signed out of the electronic inventory system.
- All visitors must follow any emergency evacuations procedures as directed by the accompanying staff member.
- Visitors should not have phones or cameras out whilst in the presence of students and should not take any photographs or videos of students. The school will confirm who is allowed to participate in photographs and videos.

- Large events may need support from the site team and ICT department, and requests for support should be made at least 1 week in advance via the Helpdesk system.

### **Approved Visitor List**

The school holds an approved visitor list for visitors who frequently visit to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have proven, prior to their visit that:

- They have a current clear enhanced DBS check and a copy of this has been recorded on the school's Single Central Record AND
- A current clear DBS children's barred check has been undertaken.

Visitors on the approved list MUST follow the same procedures on entry to the premises, as detailed above. The HR/Payroll Officer who is responsible for the Single Central Record maintains a list of these.

### **Governors & Volunteers**

All long-term volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the Payroll/HR Officer before starting a volunteer role.

All Governors now require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved visitors list on the Single Central Register. They should sign in and out at Reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

### **Contractors**

No contractor may undertake work on the academy site without permission from the Site Manager, Finance Director or member of the Senior Leadership Team except in an emergency, e.g. fire, flood, gas leak or to make safe following theft/vandalism.

Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students or visitors to the academy.

When students are on the premises, contractors, under discretion of the Site Manager, may work unaccompanied, as long as valid DBS has been checked and copies obtained. (The original certificate and photo ID) and nature of work does not affect the learning or safety of students or staff.

Contractors without a valid DBS must be supervised at all times by the site team or, if they are unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when students are on site unless they have a valid DBS which has been checked and verified by the HR/Payroll Officer and they have been briefed on H&S by the Site Manager.

All contractor visits will ideally be booked for when the Site Manager/Team are onsite unless it is an emergency.

### **Parent Visitors**

Partnership with parents is a strong feature of our school, which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on and around the school site at the start and end of the school day and for controlling and monitoring their access. Parents who visit the school site at times other than the start and end of the day are expected to report to reception to make the purpose of their visit known. Parents are to follow the procedures as detailed above.

When parents have signed in, they will then be escorted to their point of contact OR their point of contact will be asked to come to Reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied. If the parent needs to visit a room or a classroom for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences). Exceptions to this are when there is a planned school or classroom event (eg, sports day, awards presentation), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

### **Social Visitors**

Given the school is a busy workplace, where staff are undertaking their duties and responsibilities throughout the whole of the school day, social visits are encouraged to occur outside of the school day where possible. However, where this is not possible, or there are extenuating circumstances, permission should be granted by a member of SLT. Permissible social visitors must follow the procedures as detailed above.

### **Unknown Visitors**

To ensure the safeguarding of all students and staff, if a colleague notices someone who they do not recognise, not wearing a lanyard they will politely challenge the visitor and enquire as to the nature of their visit. The visitor will then be escorted to reception so that an appropriate lanyard can be issued and the relevant colleague notified to meet from reception.

Visitors are to be advised that reception does not open until 8am, so if they arrive before this time, they will not be permitted access, if a colleague notices a visitor waiting to enter the premises before this time, they will politely advise them that reception is not yet open and not allow them in and leave to wait in the reception area.