



Visitor Policy

Reviewed January 2020

Next Review March 2021

Owner Deputy Head Pastoral

DATE OF REVIEW	AUTHOR	PAGE / PARA	SYNOPSIS OF AMENDMENT
Feb 18	PDH	Para 3	Insertion of: Visitors are not to be allowed to make their own way, unescorted, to another location in the School
		Para 4	Insertion of: At no time, however, should any unescorted visitor – whether a parent or a contractor – enter a boarding house.
Jan 20	DHP		Minor amends throughout to phrasing.
		P4	Revised Introduction
		P4	Revised definition of visitor – someone not in a regulated activity (ISI)
		P4	Reference to Prevent Duty
		P4	Added: Unknown visitor procedure and lockdown
		P5	Added: Governors and Volunteers.
		P5	Referenced Contractors Policy
		P5	Added: Raising awareness of visitor safety with Pupils

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1. Introduction

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and staff to ensure that this duty is not compromised. In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site. This policy should be read in conjunction with the School’s Intruder Policy.

2. Prevent

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-dutyguidance>) expects schools to have clear protocols for ensuring that any visitors are suitable and are appropriately supervised. This Policy and these procedures have, therefore, taken the Government's Prevent Duty guidance and the School's wider safeguarding obligations into consideration.

Staff who are inviting guests into School must complete a visiting speaker / guest proforma beforehand.

3. What is a visitor?

- A visitor is a person or organisation who is not conducting regulated activity.

4. Procedure

- Standard procedure is for all visitors to enter by the main entrance either at the Prep or College site and to enter their details, name, time of arrival and purpose of visit in the visitors’ book at Reception. Reception will then issue the visitor with a red visitor’s lanyard, which must be worn visibly by them at all times. Reception will contact the person they are visiting.
- Visitors are not to be allowed to make their own way, unescorted, to another location in the School.
- In the absence of the receptionist the nearest available adult will admit the visitor, preferably but not exclusively a member of the Senior Leadership Team. At no time will pupils be given responsibility for admitting visitors, although they may accompany a visitor for example a Monitor hosting an ex-pupil once they have signed in.
- Any member of staff admitting a visitor through any other door or part of the School should ensure that the visitor’s details are recorded in the visitors’ book and should direct the visitor to Reception or School Office to sign in before they have access to the site. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.
- Visitors must only use staff toilet facilities, they are not permitted to take any photographs without permission of a member of staff and they should refrain from using their mobile phones when pupils are present.

The staff member will establish:

- the identity of the visitor, if appropriate, by asking for an identification document if they are not personally known to them

- the purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details in the visitors' book and wears a red visitor's lanyard.
- If in any doubt about the visitor, they must ask the visitor to wait in the School reception and inform the Principal Deputy Head or Assistant Head Pastoral immediately.
- Reception and School Office staff will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or, if not, that they have left the School.
- They will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

5. Unknown, uninvited or potentially 'malicious' visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Head Master or other senior leader informed. In extreme circumstances or if the person refuses to leave, the police could be called and the lockdown policy implemented.

6. Exercising good judgement and common sense

- There will, be times when it is not practical to ask all unknown persons to sign in, for example, parents from opposition teams who are visiting to spectate at a sports match; members of the public visiting the pool. At these times it is expected that staff will exercise good judgement, but also be especially vigilant due to the large numbers of visitors on such occasions.
- It is, however, good practice to encourage all visitors to the school to sign in, including parents, as an accurate visitors' book might be invaluable in case an emergency evacuation is required as in the case of a fire.
- At no time, however, should any unescorted visitor – whether a parent or a contractor – enter a boarding house.

7. Staff lanyards

- All staff in the Mount Kelly Foundation are issued with a blue lanyard, labelled "Staff", and identity card with name and photograph which should be inserted into the card holder. Staff are to wear these lanyards at all times during the day so that they can be readily identified by pupils, parents and colleagues.
- However, staff should exercise common sense in the use of the lanyard, for example, a Houseparent does not need to wear one around the house in the evenings, maintenance staff should place their lanyards in a pocket if they are carrying out work where the lanyard could get entangled.
- If a member of staff loses or misplaces their lanyard they should get a replacement from Human Resources.

8. Governors and other Volunteers

- Governors and other volunteers should follow the same procedures as other visitors when coming in to school. Governors are issued with a black Lanyard, volunteers with green lanyard. They should wear it visibly at all times they are on the School premises.

9. Contractors

- The School welcomes a number of contractors to the Prep and the College sites. A separate policy details how contractors are managed. We maintain a list of approved contractors with DBS clearance, all other contractors will be supervised according to the location of the work being out.

10. Raising awareness of visitor safety with Pupils

- Pupils will be reminded on a regular basis that they should report unknown visitors to a member of staff. Older Pupils, if confident, may also challenge politely and encourage the 'visitor' to report to reception. Under no circumstances should pupils challenge an unknown visitor if they believe them to be a potential threat to their safety.