



MOUNT
KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Visitor Policy

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Owner	Deputy Head Pastoral

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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 policy and procedures set out in this policy.

Failure to do so may result in the visitor being escorted from the School site. This policy should be read in conjunction with the School’s Intruder Policy.

The School is committed to safeguarding and promoting the welfare of children. All visitors share responsibility for safeguarding children while on the School site. Any visitor who has a concern about the welfare of a pupil must report it immediately to the Designated Safeguarding Lead (DSL), a Deputy DSL, or in their absence the Head Master.

[The Prevent statutory guidance](#) 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 invite visiting speakers into the School must complete a Visiting Speaker/Guest Proforma in advance. The School will review all visiting speakers to ensure that their contribution is appropriate for pupils and consistent with the School’s safeguarding procedures and Prevent Duty obligations. Visiting speakers will be supervised by School staff while engaging with pupils unless the School has agreed otherwise.

For all other visitors, the School will undertake appropriate due diligence and determine, on a case-by-case basis, whether an enhanced DBS check, barred list check, identity check or other safeguarding checks are required, in accordance with statutory guidance and the School’s safeguarding procedures. Visitors who have not undergone the checks deemed necessary by the School must be appropriately supervised whenever pupils are present. Visitors engaged in educational, sporting, cultural or pastoral activities involving pupils will remain appropriately supervised unless the School has confirmed that all required safeguarding and suitability checks have been completed.

2. What is a visitor?

A visitor is any person who is on the School site who is not a current pupil or member of School staff. Different categories of visitor may be subject to different safeguarding, supervision and vetting arrangements.

Agency, supply and temporary staff must comply with this Policy and any additional safeguarding procedures determined by the School. Prior to commencing work, the School must obtain confirmation from the supplying agency that all required safeguarding and suitability checks have been completed in accordance with statutory guidance. The School will record the required information on the Single Central Record.

3. Procedure

All visitors should receive appropriate safeguarding information on arrival, including the identity of the DSL and Deputy DSLs, procedures for reporting concerns, emergency arrangements, and expectations regarding professional conduct around pupils. Safeguarding reporting information will be available at Reception and, where appropriate, included within visitor information provided on arrival.

Standard procedure is for all visitors to enter by the main entrance either at the Prep or College and to enter their details, name, time of arrival and purpose of visit on the electronic sign-in system 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 a 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 under certain circumstances a pupil may accompany a visitor for example a senior pupil 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 on the sign-in system and should accompany 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 and visitor toilet facilities. Photographs, video recordings or audio recordings may only be taken with the express permission of the School and in accordance with the School's safeguarding, privacy and data protection procedures. Images of pupils must not be shared, published or stored except as authorised by the School.

Visitors must not post images or information relating to pupils on social media without the School's explicit permission.

Visitors may become aware of confidential information relating to pupils, staff or families during their visit. Such information must not be shared or discussed outside the School. Visitors must comply with data protection requirements and any instructions given by staff.

Visitors must comply with all fire, evacuation, lockdown and emergency procedures and follow instructions from staff at all times.

The Receptionist or 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 the required visitor details into the sign-in system 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 a member of the SLT immediately.

Reception and School Office staff will check the sign-in system during the lunch break and at the end of the school day to establish that all visitors entered in the system have a time of departure recorded against their name, or, if not, that they have left the premises.

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

Any visitor to the school site who is not wearing an official lanyard should be challenged politely by staff and escorted to Reception to sign in 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 may be contacted and the lockdown policy implemented by the Senior Leadership Team.

5. 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 attending to spectate at a sports fixture or members of the public using the pool. At these times, staff are expected to exercise good judgement and common sense, whilst remaining especially vigilant due to the larger numbers of visitors on site.

It is, however, good practice to encourage all visitors to the School to sign in, including parents, as an accurate visitors' record may prove invaluable in the event of an emergency evacuation, such as a fire.

Visitors attending events, fixtures or public activities must remain within authorised areas and must not enter teaching, boarding or pupil-only areas unless expressly authorised.

Visitors entering boarding accommodation must be authorised by the School and supervised at all times unless they are members of staff, agency workers, contractors or volunteers who have been subject to the safeguarding checks and arrangements required for their role.

6. Lanyards

All persons on the School site must wear the identification lanyard issued to them and ensure it remains visible at all times, unless specific operational circumstances make this impractical. The colour of the lanyard indicates the individual's status and whether supervision is required

7. Red Visitors' Lanyards

Visitors who have not been subject to the School's safeguarding and suitability checking processes, or who require supervision while on site, will be issued with a red visitor lanyard.

Individuals wearing a **red lanyard**:

- Must sign in and out using the School's visitor management system.
- Must wear their lanyard visibly at all times.
- Must remain under the supervision of an appropriate member of staff when required by the School.

- Must not access boarding accommodation or other restricted areas unless authorised and appropriately supervised.

8. Green Approved Contractors and Volunteers' Lanyards

Individuals who are not members of staff but who have completed the safeguarding, suitability and approval processes required by the School for their role may be issued with a green lanyard. This may include approved volunteers and contractors

The issue of a green lanyard does not of itself grant unrestricted access to the School site. Access arrangements will be determined by the School according to the individual's role, the checks completed, and operational requirements.

The School welcomes a number of contractors to the Prep and the College sites. A separate policy details how contractors are managed. The School maintains a list of approved contractors who have undergone appropriate safeguarding and suitability checks where required. Contractors who have not undergone such checks will be supervised in accordance with a risk assessment. Approved contractors are issued with a green lanyard.

9. Black Governor Lanyards

Governors are issued with a black governor lanyard which must be worn visibly at all times when on School premises. Governors should comply with the School's visitor signing-in procedures unless alternative arrangements have been agreed by the School.

10. Blue Staff Lanyards

All employees of the Mount Kelly Foundation are issued with a blue staff lanyard and photographic identification card. Staff should wear their lanyard visibly while undertaking their duties on School premises, subject to reasonable exceptions where health, safety or operational considerations apply.

If a member of staff loses or misplaces their lanyard, a replacement should be obtained from Human Resources without delay.

11. Safeguarding Concerns and Allegations

Any visitor who has a concern regarding the safety or welfare of a pupil must report this immediately to the DSL, a DDSL or the Head Master.

Any allegation concerning the conduct of a member of staff, volunteer, contractor or visitor must be reported immediately to the Head Master, or where the allegation concerns the Head Master, to the Chair of Governors.

Any concerns about the conduct of an adult working in or visiting the School, including conduct which does not meet the threshold for a formal allegation, should be reported promptly in accordance with the School's safeguarding procedures and Low-Level Concerns Policy.

Visitors should not investigate concerns themselves.

12. 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.