

SIR JOHN CASS FOUNDATION
& REDCOAT SCHOOL
& SIXTH FORM COLLEGE



VISITORS' POLICY

October 2012

Sir John Cass Foundation and Redcoat School Visitors' Policy

Visitors are welcome to Sir John Cass Red Coat School. Indeed they often make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Sir John Cass Redcoat School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish 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 child protection guidelines.

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 after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All governors of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Sir John Cass Red Coat School.

Visitors Invited to the School

Where possible permission should be granted by the Head teacher before any visitor is asked to come into school. The Head Teacher and/or members of the senior management team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

- All visitors must report to reception first-they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign the Visitors' Record Book which is kept in reception at all times.
- All visitors will be asked to ensure that they remove any form of headwear that would hinder facial identification. This is to ensure ease of recognition by premises staff through the CCTV system. This is not just a matter of security it also has health and safety implication because the wellbeing of staff and students could be put at risk.

- All visitors will be required to wear an identification badge.
- Visitors will then be escorted to the point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point for support staff in the upper school playground.
- On departing the school, visitors should leave via reception, enter their departure time in the Visitors' Book and return their identification badge to reception.

Visitors whose purpose is to work with students in some capacity:

- Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals (e.g. Connexions) or alternatively they may be working with a student on a one to one basis (e.g. Lifeline, Children's services or Local Authority Support for Learning Service).
- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building.
- If a visitor has DBS clearance they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

Unknown/uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign the visitors' book and be issued with an identity badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher and members of the Senior Management Team should be informed promptly.
- The Head Teacher and members of the Senior Management Team will consider the situation and decide if it is necessary to inform the police.
- 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.

Governors

- All governors have DBS clearance.
- Governors should wear their id badge at all times.
- Governors should sign in and out using the Signing in Book.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

Staff Development

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.