

Enfield Grammar School



An Academy Trust

(Company No. 07697044)

Visitor Behaviour Policy

AUTHOR	Deputy Headteacher
APPROVED	May 2018
COMMITTEE	Stakeholders Committee
NEXT REVIEW	May 2019

At Enfield Grammar School, we assure all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety and wellbeing of all pupils and staff. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is uncompromised at all times.

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 school's policy and procedures. Failure so to do may result in a visitor being asked to leave the school site.

The Governors and Headteacher also have a duty of care to ensure that staff are not abused or harassed in any way by parents, carers or members of the public.

Policy Responsibility

The Deputy Headteacher is the member of staff responsible for the implementation, coordination and review of this policy and will liaise with the school's site staff and Child Protection Officers as appropriate. All breaches of this procedure must be reported to the Deputy Headteacher.

Aim

To safeguard all children both during school hours curriculum and out of school hours activities which are arranged by the school. The aim is to ensure that students at Enfield Grammar School can learn and also enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors and parents.

Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school sites during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school.
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches and topic related visitors).
- All governors of the school.
- All parents and volunteers.
- All pupils.

- Other Education related personnel (External Advisors, Inspectors).
- Building & Maintenance and all other Independent contractors visiting the school premises.

Protocol and Procedures - Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow this procedure:

- Once on site, all visitors must report to the school office on the site that they are visiting. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At the office, all visitors must state the purpose of their visit and who has invited them or who has agreed to meet with them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the visitors record book making note of their name, organisation, who they are visiting, the time and their car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be asked to remain in the waiting area until their point of contact collects them. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the approved visitor list.
- If a visitor becomes abusive or aggressive they will be asked to refrain from this behaviour. If the abusive/aggressive behaviour persists, the visitor will be asked to leave the site and warned that police assistance will be called for.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school including contractors and supply staff.

To qualify for this list the visitor must have demonstrated prior to the visit that:

- They have a current enhanced DBS Check which has been verified and entered on the approved visitor list.
- Supply teaching agencies will have provided DBS evidence to the Cover Co-ordinator who in turn notifies the School Business Manager who will add the reference number to the approved list.

Visitors on the approved list must report to reception and sign in the visitors book upon arrival. Visitors who are not on the approved list must not be in School unaccompanied. A copy of the approved visitor list will be kept behind the reception at all times.

Departure Procedures

On departing from the school, visitors must leave via reception and:

- Enter their departure time in the visitors book.
- Return the identification badge to reception.

Unknown and 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.

In the event that a visitor refuses to comply, they should be asked to leave the site immediately and the Duty Manager or Deputy Headteacher should be informed promptly.

The Duty Manager or Deputy Headteacher will consider the situation and decide if it is necessary to inform the police.

If an unknown 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 and Volunteers

All Governors and volunteers must have a DBS check and must sign in and out using the visitors book.