



Baines School

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The Governors of Baines School
Visitors Policy

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1. Statement of Intent

This policy is designed to outline Baines School policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

This policy will be made available in the school staff handbook and on the School's network ('S' drive/staff/policies). It will also be published on the School's website making it freely available to the entire school community.

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. Authorisation

- Individuals who would like to visit the school but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 01253 883019.
- The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable. They will also seek to ascertain which member of staff the visitor will be coming to see and inform this member of staff by email.
- Teachers or other staff members arranging visitors to the school for educational purposes should collate all the above required information and pass this on to the school office.
- Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor must not be allowed into the school without the supervision of a member of staff.
- Visitors should not be left alone to work with pupils unless previously agreed and Disclosure and Baring Services (DBS) requirements fulfilled.

3. Visiting Procedure

All visitors to the school including parents, must comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the reception staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
- Sign in via the School's On-line Visitor Entry (InVentry) System which will take the visitors photo and print an ID badge
- Display ID badge provided at all times while on school property
- Sign out on the touch screen Visitor Entry System on leaving and hand in their visitor's badge
- Visitors must comply with the school Code of Conduct and all other policies.

- Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

4. Exceptions

- Visits to the school by contractors are governed by our Contractor's Policy.
- Parents/caregivers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' school activities are exempt from the visiting procedures outlined above. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall etc.).

5. Unidentified Individuals

- It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- Any such visitors should be directed to the school office where they can sign-in.
- If a visitor refuses to report to the school office, or becomes aggressive or abusive, they should be asked to leave the premises and police called to assist.

6. Safeguarding

Safeguarding our pupils is of paramount importance, and all visitors must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Ask for proof of enhanced DBS checks with a barred list check for visitors who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- Ask for proof of ID on signing into the site
- Require visitors to adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use

- Online safety
- Behaviour
- Code of Conduct

7. Data protection and record keeping

Our workforce privacy notice explains what information we collect about both paid and unpaid school workforce and why we collect it.

[Baines School Privacy Notice For School Workforce](#)

We will:

- Retain records relating to visitors in line with our records retention schedule
- Remove details of regular visitors from the single central record (SCR) once they no longer work at our school

8. Links to other policies

- Volunteering policy
- Child protection policy and procedures
- Staff code of conduct policy