



ST EDMUND'S SCHOOL CANTERBURY

Access to Premises (Visitor Policy)

1. Introduction

St Edmund's warmly welcomes parents and other people to visit the School. It is our intention that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises. However, the School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. The School is committed to the effective safeguarding of students, the safety of all members of its community and the protection of its facilities from vandalism and misuse. Therefore, the control of visitors is a critically important duty.

This 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, former members of staff, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises

The School requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitors escorted departure from the school site.

2. Visitor Code of Conduct

- (i) The visitor badge must be worn visibly for the duration of the visit
- (ii) Visitors must be accompanied by a staff member throughout their visit
- (iii) Visitors must return the visitors' badge to Reception on leaving the school and sign out. They must not attempt to re-enter the school without first reporting back to Reception.
- (iv) If visitors notice any unsafe or inappropriate behaviour or health and safety issues they must report it to one of the Safeguarding Personnel (as identified on the leaflet in Reception and on posters throughout the school).
- (v) Visitors must take reasonable care of their own health and safety and that of others at the school.
- (vi) Visitors may only use staff toilets in School.
- (vii) Visitors must not reveal to anybody outside school, personal information they may learn in the course of their work or visit.
- (viii) Should there be a fire evacuation, a member of staff will accompany visitors out of the building to the muster point.
- (ix) The School operates a no smoking policy (including e-cigarettes) on all school premises.

3. Procedures

(i) General

- All person/s employed by the school will wear a security identity badge at all times.
- Entrances to the school are clearly posted with signs for visitors to report to reception and are required to show their identity badges if they have them.

(ii) Visitor Protocol

- Visitors to the school should go directly to Reception on arrival.
- All visitors will be shown the school's Fire Safety and Safeguarding procedures on arrival and instructed to read them.
- All visitors will be issued with a visitor identification badge and their presence and time of arrival recorded in the Visitors' Book.
- The identification badges must be visibly worn at all times.
- Visitors to the school will not be permitted to have one to one contact with students. Visitors without a current DBS check will be accompanied by a member of staff at all times.
- Regulations regarding school access will be communicated to the school community and reviewed annually.
- Authority to be on school premises does not entitle a person to have access to all areas of the school premises.
- A person is not allowed to remain on site if that person has failed to report his or her presence in the specified manner.

- A person is not allowed to remain on school premises if in the judgement of the Headteacher, Deputy Head, Bursar or any other senior person his or her presence is considered detrimental to the safety or well-being of a person/persons on the premises or to the security of school property.
- On departing the school, visitors MUST leave via Reception and enter their departure time in the Visitors' Record Book alongside their arrival entry
- Return the identification badge to reception

(iii) Appointments with the Head

- Visitors with pre-arranged appointments to see the Head should go to the "Head's Entrance" and ring the bell.
- They will then be signed in (and out) by the Admissions team following the same procedures as used in Reception (described above).
- They will be supervised at all times.

4. Unauthorised Visitors

- Any visitor to St Edmund's who is not clearly wearing an appropriate identity badge must be politely challenged by staff.
- When such unauthorised visitors are discovered on the school premises, staff should approach them in the following manner:
 - Identify yourself
 - Be courteous, calm and positive but firm
 - Ask questions such as "May I help you?" or "Have you registered with Reception?" "Shall I escort you to Reception?"
 - If the visitor refuses to comply, they should be asked to leave the site immediately and the Head (or another senior member of staff) must be informed immediately.
 - Staff must not use force when dealing with unauthorised visitors. When force is deemed necessary, the Police should be called.
 - If staff are uncertain or concerned about challenging a person on the school site, they should call the Head or another member of the Executive Group.

5. Out of Hours visitors

- Visitors arriving outside of normal office working hours (for example, external musicians supporting a school production) are required to sign in with the member of staff they are visiting.
- That member of staff is then responsible for the visitor and their supervision.
- The member of staff will go through the safeguarding and fire safety protocols with them. These are available on the school intranet at this location:

<https://sites.google.com/a/stedmunds.org.uk/staff-policies/home/3-18>

- These visitors must not be left unattended with pupils.
- A record of signing in and out should be kept alongside the register of pupils.
- If the visits are regular, the volunteer form should be completed and handed to the DSL or the appropriate Deputy DSL.

6. Parents attending School Events

- Generally, parents visiting the School are treated in the same way as any other visitor and are subject to the terms of this policy.
- However, the School recognises that it is not practical or desirable for parents to have to follow the strict registration arrangements and for them to be accompanied at all times when attending large scale or ad hoc events (such as sports fixtures and drama or musical productions).
- Parents will, however, be expected to adhere to points (iv) to (ix) of the Visitors' Code of Conduct (above) at all times.
- Parents and visitors to special events will be expected to remain solely in the areas of the school which are being used for the event and their presence in other areas of the school will be challenged
- An annual reminder of visiting procedures will be sent to parents.

7. Current Pupils

- Pupils will be made aware, by staff, that all staff and visitors to the school should wear a visible identity badge at all times.
- Pupils will be communicated to annually regarding school access arrangements.
- Pupils will be encouraged to make staff aware of person/s on site who are not wearing an identity badge in line with the School's safeguarding arrangements.
- If students under suspension or expulsion are found on school property or attempt to take part in school-related activities, they may be dealt with under the laws of trespass. A record of the specifics of any such incident will be kept in school for a period of 3 years.
- All incidents involving intruders will be logged by the Deputy Head (Pastoral).

8. Former Pupils

- Former pupils may only visit the site by appointment with a specific member of staff.
- They must sign in at Reception and follow the same procedures and guidelines as other authorised visitors (described above).
- The member of staff is responsible for the former pupil for the duration of their visit and must not leave them unsupervised with current pupils.

9. Persons Living on Site but Not Employed by the School

- Persons who are currently living on the school site but are not employed by the school will be subject to an enhanced DBS check in accordance with the School's safeguarding procedures.
- The details of such person/s will be held on the School's Single Central Record. All person/s will be given a copy of the Safeguarding Policy and Guidelines for Visitors and Contractors agreement to sign.
- The agreement and a copy of the Safeguarding Policy will be held on file by the DSL.

10. Adults Visiting or Staying with Boarding House Staff

- These protocols are outlined in detail in the Adults Visiting or Staying with Boarding House Staff policy which can be accessed on the school portal

Edward O'Connor

September 2019

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