

# Visitors' policy

The Lady Byron School



<b>Approved by:</b>	Caroline England	<b>Date:</b> 31.7.23
<b>Last reviewed on:</b>	29.8.23	
<b>Next review due by:</b>	29.8.24	

## Contents

1. Statement of Intent.....	3
2. Legal Framework.....	3
3. Authorisation .....	3
4. Visiting Procedures .....	4
5. Safeguarding .....	4
6. Exceptions .....	4
7. Unidentified Individuals.....	5
8. Visitor Conduct.....	5

## 1. Statement of Intent

This policy is designed to outline The Lady Byron School's procedures regarding visitors to the premises.

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

## 2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work Act 1974
- DfE (2021) 'Keeping children safe in education 2023.'
- Childcare Act 2006
- Education Act 1996
- DfE (2021) Prevent Duty Guidance

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Prevent Duty Risk Assessment

## 3. 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, on 0116 467 0811 or by emailing [info@ladybyronschool.co.uk](mailto:info@ladybyronschool.co.uk)

Visitors are required to ring the school doorbell, a member of staff will come to the door to check the name of the visitor(s), and the name of the organisation they are from where applicable and will check photo identification.

If this is acceptable, staff will take the visitor (s) to reception to sign in.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff.

Parents are discouraged from visiting the school during school hours unless for a school event, pre-arranged meeting or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

#### 4. Visiting Procedures

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

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
  - Name
  - Purpose of visit
  - Name of pupil the visit pertains to/staff member who arranged the visit.
- Sign-in using the sign in book at reception.
- Display 'visitor' ID badges provided at all times while on school property.
- Sign-out using the sign in book at reception.
- Return ID badges to the school office before departure.

#### 5. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

#### 6. Exceptions

Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place.

## **7. 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 visitor badge.

Any such visitors will be directed to the school office where they can sign in.

If a visitor cannot be identified, the Headteacher or member of SLT will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **8. Visitor Conduct**

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order for the individual in question.