



Barnhill

COMMUNITY HIGH SCHOOL

Visitor Policy



Approved by:	Barnhill LGB
Date:	6 February 2025
Next review due	5 February 2028

Principles:

We at Barnhill Community High School are committed to providing a warm and professional welcome for visitors to our school whilst providing a secure, safe and stable environment for the education of our pupils.

Policy Statement

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body 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 following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to the Headteacher.

Aim

To safeguard all children under this school's responsibility both during school curriculum hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Barnhill Community High School can learn 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 and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

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

The policy applies to:

- all staff employed and contracted by the school
- All external visitors entering the school site during the school day or for after school activities Page of (including peripatetic tutors, 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 (eg; Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises

Protocol and Procedures

Visitors to the School

All visitors to the school will be asked to bring formal identification with them at the time of their visit (unless they are named on the pre-approved visitors list as set out below). The identification document used should be proportionate with the nature of their visit. Ideally this should be a formal institutional badge. They must follow the procedure below.

- All visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in via the Inentry console in the reception foyer.
- All visitors will be issued with a lanyard, identity badge, safeguarding and fire evacuation guidance.
- All visitors are required to wear the identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their 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.

Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- Sign out via the Inentry console
- Return the identification badge and lanyard to reception
- A member of staff should ensure departure from the building ensuring the visitor does not re-enter the school site, potentially breaching security.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge and lanyard 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 in and be issued with an identity badge and lanyard. The procedures under “Visitors to the School” above will then apply

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or an SLT member should be informed promptly.

The Headteacher or SLT member 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 and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, and hold a valid current DBS certificate.

The school must check all governors and parent helpers DBS certification is current and recorded on the schools SCR.

Governors should sign in and out using the Inentry console.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors.

New volunteers will be made aware of this policy and familiar with its procedures by the staff member they first report to when coming into school for an activity or class supporting role.

Staff Development

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

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection Policy
- GDPR Policy
- Healthy and Safety Policy
- Security Policy
- Fire Safety Policy