



Stony Dean School
Working to Inspire

Stony Dean School

School Visitors Policy and Procedures

Approved by	Head Teacher
Last Reviewed	01/09/2024
Next review	01/09/2026



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Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Stony Dean School, whatever the purpose of their visit.

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 so to do may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Health & Safety Co-Ordinator is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's security staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Business Manager.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Stony Dean School can learn and 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 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.



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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 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
- Independent contractors who may transport students on minibuses or in taxis

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 the procedure below.

- At times when the security gates are closed, 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 into our Inventry Visitors digital system in reception at all times making note of their name, organisation, who they are visiting, car registration and they will be issued with a photographic identification badge.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.



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- 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

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:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old)
- b) A current clear List 99 check has been undertaken by the school's Health & Safety Co-ordinator or Personnel Manager
- c) They have the written authorisation of the Headteacher or Health & Safety Co-ordinator to travel around the school site unaided.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in on Inventory). A copy of the approved visitor list will be kept in reception at all times.

Visitors Departure from School

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

- Use their badge to scan themselves off site

Unknown/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. They should then be escorted to reception to sign in be issued with an identity badge. 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 and Health & Safety Co-ordinator (or Senior Leader if neither is available) should be informed promptly.

The Headteacher / Health & Safety Co-ordinator or Senior Leader 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.



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Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a CRB disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers CRB certification is current (i.e. less than 3 years old)

Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using Inventory. 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 asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

7. Staff Development

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

8. The use of outside agencies/guest in the classroom

For many aspects of the curriculum it is sometimes appropriate and beneficial to involve visitors from outside agencies.

If visitors are used to deliver any aspect of the curriculum it is important that their contribution has been well planned and is part of an overall programme. Visitors should not be used as isolated 'one off' inputs or as a replacement for a planned programme delivered by teachers.

Before involving visitors we should consider:

- Why the visitor is input being sought and is that particular visitor the most appropriate source of that input?
- Is the visitor's contribution an integrated part of the curriculum?
- What planning, preparatory and follow-up work needs to take place?
- What experience does the visitor have of working with young people?
- Does the visitor understand the emotional and intellectual levels of the young people and can he/she communicate at the appropriate level?
- What teaching and learning strategies is the visitor planning to use?
- Are resources being used appropriate for young people?
- Are the visitors discussing appropriate content/ views that will safeguard the students (e.g. from extremist/radicalised views)

If visitors work with young people then it is essential that the teacher is part of the experience so that appropriate follow up work can be provided. It also acts as a safeguard should a parent or child make a complaint regarding the visitor.



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Staff must be aware of the level implications of having and using visitors in school, with respect to **Child Protection**

- Children Act 1989 (amended 2004)
- “Keeping Children Safe in Education”- statutory guidance for schools and further education colleges - Keeping children safe in education 2024 (publishing.service.gov.uk)

It must be recognised that visitors who have not shown evidence of a current DBS check must never be allowed to work alone or be unsupervised by school staff at any time when they are on the school site.

Before agreeing to take part, the teacher or a member of the Leadership Team should meet with the visitor to discuss the following:

- What are the aims of the session?
- How does the external visitor fit into the overall programme?
- Information about the group to be taught – numbers, ages, time available, where it will take place, resources.
- Why is the agency/visitor involvement relevant?
- What will be the preparation and follow up work?
- How can we evaluate the session with the young people?
- The school policies on safeguarding, confidentiality and equalities.
- The school Fire and Health & Safety Plans for evacuation and reporting accidents and/or incidents.

Classroom management is the responsibility of school staff.

The use of visitors is one from a variety of teaching strategies that can be used to engage pupils. Inviting a visitor into school is not an abdication of a school’s responsibility, but can inspire and motivate learning. This should serve to complement other teaching that is carried out in our school.

9. Linked policies

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

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



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Policy Review

The policy will be reviewed in September 2026