



- The School at Hackney City Farm -

Visitor Policy

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Aims

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all students and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all students and staff learn and work in an environment where they are safe and free from harm.

Objectives

The key objectives of this policy is 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/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young people in the school setting.

We have responsibility for the safety and well-being of all of our students anywhere on the school site, during normal school hours and on school-organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching 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 etc.)
- Governors
- Parents/carers
- Volunteers
- Students
- Local Authority staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school, the Headteacher is informed, with a clear explanation as to the relevance, purpose, date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc. are required to present formal identification
- All visitors enter the school building through the main door and report to staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors' Record Book which is kept in the office at all times
- All visitors are required to wear an identification badge
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and protocol
- Visitors are 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.

On departing, visitors leave via the office and:

- Enter their departure time in the Visitors' Record Book alongside their arrival entry
- Return the identification badge to reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to the office to sign the visitors' book and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and a call is made to the Headteacher. The Headteacher will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, a call is made to the Headteacher and 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 volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of 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.

CPD

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

Prevent

New Guidance from the Prevent counter Terrorism Strategy which came into effect from July 1st 2015 sets out the responsibilities for 'specified authorities' which includes schools, to have 'due regard to the need to prevent people from being drawn into terrorism'.

In fulfilling the new duty, schools are required to demonstrate clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised. Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.

The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues. These duties are imposed on maintained schools by sections 406 and 407 of the Education Act 1996. Schools will have to make decisions concerning the appropriateness or suitability of external speakers. On occasion schools may be required to vet or undertake background checks for external speakers.

Linked Policies

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

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our students is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.