



CORPUSCHRISTI

We are His body, living and learning as one.

VISITORS IN SCHOOL POLICY & PROCEDURE



Document Record	
Title	Visitors in School Policy
Date	September 2022
Supersedes	Recruitment Policy and Procedure 2017, March 2019 and August 2019
Purpose	To ensure the safety of all employees, governors, visitors and wider community when visiting a Trust site
Author	Marion Fletcher
Reviewed	September 2022
Next review due	Summer 2025
Date considered by CEO	N/A
Date consulted with unions	Not required
Date adopted by CCCAT	September 2022
Date distributed	September 2022

This policy will be published on the Trust's website

Contents

Paragraph	Page
1. Introduction	4
2. Scope	4
3. Principles	4
4. Roles and Responsibilities	4
5. Types of visitors	4
6. Procedures for all visitors	5
7. Access	5
8. Emergency situations	6
9. Trainee Teachers, Supply Teachers, 3 rd Party Contractors and Volunteers	6
10. Governors	6
11. Parents and relatives	6
12. Concerns relating to a visitor	6
13. Unknown or uninvited visitors to school	6
14. Abusive visitors	7
Appendix A – 3 rd Party Checklist	8

1. Introduction

- i. Corpus Christi Catholic Academy Trust (referred to hereafter as the Trust) welcomes all visitors attending any of its schools for genuine reasons.
- ii. The schools have a duty of care to all its students, staff and visitors to ensure that its schools are a safe and friendly place in line with its Safeguarding Policy and the requirements of legislation.

2. Scope

- i. This policy applies to all visitors to schools within the Trust.

3. Principles

- i. The Trust is mindful of its obligations and duties under the Equality Act 2010 and will be mindful of the protected characteristics in the Equality Act (i.e. age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership) in the application of this policy and procedure.

4. Roles and Responsibilities

- i. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors.
- ii. Staff will not allow students to leave school with anyone who does not have permission to collect children.
- iii. All visitors are expected to comply with this policy and co-operate with its operation, including health and safety of themselves and others while on school premises.

5. Types of visitors

- i. There are a number of different types of legitimate visitors to a school:
 - Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals;
 - Visitors attending to work with children in roles such as peripatetic tutors, sports coaches;
 - Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers;
 - Other legitimate visitors i.e. parents, parent helpers, school governors, clergy etc.

6. Procedure for all visitors

- i. Visits should be pre-arranged and planned in advance as reasonably practicable. The Headteacher should be made aware of all visitors in advance where possible.
- ii. Risk assessments will be carried out prior to inviting large groups of visitors to school.
- iii. Procedure to be adopted:
 - All visitors must report to reception and not enter the school via any other entrance;
 - At reception, all visitors should explain the purpose of their visit and who has invited them.
 - Visitors should be ready to produce formal identification where appropriate.
 - All visitors will be asked to sign in through the electronic recording system which may include a photograph of the visitor being taken.
 - A visitor's badge should be worn and displayed prominently whilst on school premises
 - Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
 - All visitors should be accompanied by a member of staff. Visitors should not be alone with students unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
 - Any regular visitors who are allowed to work alone with students must provide their identity documents and DBS certificate (which must include that the Child's Barred List check has also been completed) to the school at the beginning of each academic year. DBS certificates must not be older than 4 years. It is the school's responsibility to ensure any regular visitor is aware of this and has sufficient notice to renew their DBS check.
 - On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.
- iv. The smoking of tobacco product and e-cigarettes is prohibited on school premises.
- v. Mobile phones are not to be used while on the school premises.

7. Access

- i. The level of access that visitors have to the premises depends on the reason for the visit. Authorised visitors will be issued with a pass and lanyard which must be worn and visibly displaying a clear photograph.
- ii. Doors leading onto secure school premises will not be opened or held open for any unauthorised visitor.

- iii. All escorted visitors such as parents, prospective parents and job candidates will be accompanied at all times.

8. Emergency situations

- i. In the event of a fire drill or emergency situation, visitors should join staff and leave the building by the nearest exit. Once outside the building, visitors will remain at the assembly point until registration.

9. Trainee Teachers, Supply Teachers, 3rd Party Contractors and Volunteers

- i. In addition to regular visitor checks, trainee and supply teachers, 3rd party Contractors and volunteers are subject to registration checks. Checks will be made with the agency/employer and 'written notification' that appropriate checks have been made will be sought.
- ii. Any supply teachers, trainee teachers, 3rd party Contractor or Volunteer must provide their identity documents and DBS certificate to the school at the beginning of each academic year. DBS certificates must not be older than 4 years. It is the school's responsibility to ensure any regular supply teachers (or the appropriate 3rd party agency) is aware of this and have sufficient notice to renew their DBS check.
- iii. The school must update the Single Central Record with the required details of the trainee teacher, supply teacher, volunteer or any other 3rd party contractor that may regularly visit the school.

10. Governors

- i. Governors should follow the same procedures as other visitors when coming in to school.
- ii. Governors may be required to complete a monitoring form following their visit for evaluation purposes.

11. Parents and relatives

- i. Headteachers will use their professional judgment about the need to escort or supervise visitors such as children's relatives or other visitors attending occasions such as assemblies and sports day in accordance with Keeping Children Safe in Education (2015).

12. Concerns relating to a visitor

- i. Students, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding. Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Headteacher.

13. Unknown or uninvited visitors to school

- i. Any visitor to the school who is not wearing an identity badge will be challenged politely by staff and escorted to reception to sign in and be

issued with an identity badge. Failure to comply could result in visitors being asked to leave the site and the Headteacher informed.

- ii. In extreme circumstances or if the person refuses to leave, the police could be called. Schools' Emergency Plans should include arrangements for responding to 'intruders' and 'lockdown arrangements' in the event of a 'malicious visitor.'

14. Abusive visitors

- i. The Trust will act to ensure that its school's remain safe places for its students, staff, and all other members of its community. Visitors can expect to be treated with respect by staff and in turn we ask that visitors are respectful whilst on school premises. If visitors have concerns, the school will always listen to them and seek to address them.
- ii. Abusive, threatening or violent behaviour will not be tolerated in school. Visitors behaving in this way will be asked to leave the premises immediately and may be banned from the premises or prosecuted.



All sections must be completed		
Name of Visitor:		
Name of 3 rd party supplier:		
Role of Visitor:		
Date of First Visit:		
	Y/N	Completed/Seen by
Section 128 management check completed ₁		
TRA/Teacher Prohibition check completed ₂		
Childs Barred List check completed ₃		
Professional Qualifications (if required) have been seen ₄		
Right to work in the UK check completed		
An appropriate overseas check has been completed ₅		
TRA Number (if applicable):		
Date Enhanced DBS completed:		
DBS number:		
	Y/N	Completed/Seen by
Visitor advised to bring photographic ID on their first visit and will need to present this at the beginning of each academic year if they are regular visitor		
Visitor advised to bring original Enhanced DBS Certificate (inc. Childs Barred List if applicable) on their first visit and will need to present this at the beginning of each academic year if they are regular visitor		
Visitor advised that the Enhanced DBS check must be dated in the last 4 years		
Completed by:		
Date:		

1 management responsibility only

2 anyone with QTS/QTLS status even if the role they will carry out is not teaching

3 carrying out unsupervised work with children

4 are professional qualifications required to carry out the role? e.g Speech & Language Therapist, Educational Psychologist

5 have they worked or lived overseas in the last 5 years?