

Visitors Policy 2023/24

Rationale:

The purpose of this document is to ensure that we keep our students safe from harm and comply with safeguarding legislation. It is therefore essential that all staff follow this policy when inviting visitors on to the school site.

Every visitor must:

- Enter the school by the main entrance only
- Sign in at reception, detailing who they are visiting and remain in the reception waiting area until they are collected by their named staff contact **
- Wear the correct lanyard (red/green) at all times around the building**
- If wearing a **RED lanyard**, be escorted around the building at all times by their named staff contact**
- If wearing a **RED lanyard**, be escorted back to reception by their named staff contact at the end of the visit**
- Sign out and hand back their lanyard to the office staff

** please see below for the policy regarding red/green lanyard and whether supervision around the school site is required.

IMPORTANT SAFEGUARDING INFORMATION:

- Please be vigilant if you see any unaccompanied adults walking around the school site, **without a staff lanyard or green visitor' lanyard**. Please ask them politely who they are here to see and escort them back to reception to obtain the correct lanyard.
- If you feel uneasy about any visitor or volunteer please report this immediately to the designated safeguarding lead or a member of the SLT.
- If a visitor is attending the site on a regular basis and has regular contact with students they must have an enhanced DBS check and this will be entered on to the school's Visitor DBS approved list. These visitors will wear a **GREEN lanyard** and will not require escorting.

Type of visitor- example	Frequency of visit	Procedure
Visitor (non-regular/no unsupervised access/activity with students)	One-off meetings Infrequent visits	Red lanyard Not on Visitors DBS approved list Escorted at all times
Visitor (regular)	Regular visits Regular unsupervised access in the building and/or students	Green lanyard DBS information placed on DBS approved list Do not need escorting
Visitor (non-regular but require access to students) e.g. occasional social workers, immunisation team	Infrequent visits Require unsupervised access in the building and/or students	Green lanyard DBS information placed on Single Central Record but data will not be stored longer than required. Do not need escorting

** the information held for visitors on our DBS Approved list is held securely in line with GDPR requirements. This is reviewed on a frequent basis and we will not hold any data longer than is necessary.