



A7: Visitors Policy and Guidelines

Why do we have this policy?

To fulfil our statutory responsibilities to keep children in education safe.

Who is a visitor?

Examples of visitors (not exhaustive)	Examples who are not visitors
Speakers; priests; parent helpers; some volunteers; students on work experience at SMCS; those considering teaching;	An employee; a trainee/student teacher; a governor; agency staff; a HCC employee (including Music peripatetic staff); HfL staff; or a contractor.

Please inform the Headteacher in person at the earliest opportunity if you are arranging anyone, visitor or otherwise, to come to the school for any purpose, frequency or duration. You will need to inform the Headteacher in person in every case and before the day of arrival.

Using DfE guidance, the Headteacher will assess whether the person qualifies as a visitor and then decide what checks are required.

If the person qualifies as a visitor, as defined by the DfE, then you must undertake the following:

1. Ensure that you undertake common sense checks, for example: whether the person has links to extremism; whether they have an online profile which might breach the principles of our Code of Conduct, which in its broadest sense includes any behaviour that it would not be desirable for our young people to copy.
2. Meet them at reception and sign them in to ensure they are badged as a visitor. Visitors are not allowed to be onsite unsupervised at any time – that would include at lunch times or moving around the site for any purpose.
3. Give the visitor a copy of our Visitors Leaflet (these are available in reception).
4. Ensure the visitor sign out.

Who has to sign in on school sites?

At St. Mary's, anyone who is going to be onsite and not able to be accounted for in a fire by their line manager courtesy of their work being attributable to a permanent regular timetable or schedule, e.g. someone carrying out a repair, an individual coming in for a meeting, someone visiting regularly but on a temporary basis.

Can I arrange for a visitor to visit regularly?

No. If the visitor is to visit more than once a week, or more than 3 times in any 30 day period, you will need to meet with the Headteacher to discuss your plans so we can make safeguarding arrangements as they may need to be entered on the Single Central Record so additional checks are compulsory.

What should I do if I see an individual without an identity badge or visitor label?

Please challenge the individual and be sure to escort them to reception for signing in. If there is any resistance to this, please stay with the individual and send someone to reception ask for assistance.

Date: January 2017 Due for review: January 2018

Governor Committee: Resources