
Policy: Visitor Policy

1. Introduction

1.1 This main focus of this policy is effective during term-time Monday to Friday between the hours of 08.30hrs and 17.00hrs and wherever possible visitors should be encouraged to arrive between these times.

1.2 The School encourages parents and other members of the public to visit West Buckland School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the School has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the pupils and staff, and to protect the School's facilities and equipment from misuse or vandalism.

2. General Requirements for Visitors to School

2.1 Visitors must report to the Senior School Main Reception or the Reception (Prep Headmaster's Secretary) in the Delderfield Building of the Preparatory School as appropriate when arriving or leaving the School; they will be asked to sign in and out and to receive a visitor's badge. Notices are displayed indicating that all visitors are required to report to the School Receptions.

2.2 If visitors arrive before 08.30hrs the member of staff responsible for arranging the visit must make appropriate arrangements to meet the visitors and arrange for the visitors to return to Reception as soon as it is open to sign in and collect their visitor badge. At the end of their time in School, visitors must be signed out by a member of staff in reception on returning their badges. If visitors depart after 17.00hrs the member of staff hosting the visit should retain the visitor badge once the visitors are ready to depart and return the badges to reception when it is next open.

2.3 The Assistant Bursar is responsible for ensuring that the record of visitors is checked regularly and any discrepancies accounted for. The secretaries in the Senior and Prep Schools should identify discrepancies and non-returns of ID lanyards. This information should be reported to the Assistant Bursar.

2.4 Unauthorised visitors should be challenged by staff and where appropriate, students, by simply asking the visitor "Can I help you?". That visitor should then be directed to Reception. Any suspicious activity should be reported to reception or, a member of staff or, the police (whichever is appropriate).

2.5 Pupils and staff should not put their own safety at risk and if they have any concerns they should report them immediately to either reception or a senior member of staff.

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3. Visitors who should wear badges

- Those enquiring about admission to the School who leave the reception area, for example to tour the School with a 6th form tour guide.
- Adults attending an employment interview.
- Teachers/pupils from other educational establishments other than those here for a sports fixture or such event where all members of the party are escorted at all times.
- Tutors of students on placement or work experience.
- Contractors working on site.
- Professional agencies.
- Former pupils.
- Governors and Trustees.
- Guest/Visiting Speakers
- Registered School volunteers/helpers.
- PGCE students on placement at the School.
- Students on work experience at the School.

4. Exceptions to Visitor Requirements

- Employees of the School.
- Pupils enrolled at the School.
- Suppliers/contractors making deliveries or collections, provided they are not anywhere other than the delivery point.
- Parents/guardians dropping off or collecting pupils and who remain in the car park.
- Parents, Visitors, Governors or Trustees who have been invited to visit the School as part of a scheduled open day, special event, calendared event or scheduled performance by a class, team or group including sporting fixtures.
- Other adult participants in organized and School approved activities during out of School hours.
- All visitors who remain in the reception area/ Headmaster's office/ bursary

5. VISITORS TO CLASSROOMS AND OTHER INSTRUCTIONAL AREAS**Parents or Visitors Attending Events**

5.1 Parents or visitors who have been invited to visit the School as detailed in the 'Exceptions to Visitor Requirements' above are restricted to the areas of the School where the event is taking place; these areas will normally be the Playing Fields, Memorial Hall, Langholme Hall, 150th Theatre, Recital Room, Karslake Hall and the Jonathan Edward Sports Centre.

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5.2 Parents and visitors should only use the designated adult toilet facilities and must not access pupil toilet or changing facilities. If they are in any doubt they should consult a member of staff.

5.3 If parents or visitors wish to access other areas of the School they must first report to either the Senior School Reception or the Reception (Prep Headmaster's Secretary) in the Delderfield Building of the Preparatory School where they will be required to sign in and wear a visitor badge.

Visitors outside of core school hours

5.4 Any independent visitors to the school within term time outside of core school hours must be met at reception (or predetermined location) and must be accompanied at all times throughout the visit. External hirers of school facilities outside of core hours will have had to complete a hire agreement which requires the hiring body to name a responsible person who is required to provide the Assistant Bursar with evidence of an in date DBS certificate and clarification that as a hiring group/individual they will abide by the schools Safeguarding policy and principles and, additionally, manage the remainder of their group whilst on site ensuring that none of the group are free to wander the site. It is not practical to provide large groups, such as regular groups hiring the pool/gym, with a full set of lanyard ID's for every visit to site and as such the group's nominated responsible person has a responsibility to ensure management and control of the party.

Visitors out of term time

5.5 Visitors expected outside of term time will, in most instances, be notified visitors to named members of staff and it is expected that the host member of staff will manage and supervise these visitors at all times. All Contractors attending and working on site via the Maintenance Department must be signed in and provided with a visitors Contractors badge and lanyard. It is accepted that for safety reasons it is not always appropriate for contractors to wear the lanyard around their neck however the contractor must have the lanyard and badge on their person at all times. The Maintenance Manager (or authorised team member) must ensure that the contractor has signed and returned the declaration within the contractor's handbook as appropriate.

Visitors and Contractors to Residences on Site

5.6 It is recognised that staff and residents occupying property on school site may from time to time organise their own contractors such as grass cutting, window cleaning etc. The requirement for these self-organised contractors is the same as for school arranged contractors; in so much as they should be required to report to Reception and obtain a visitor/contractor badge unless the contractor is supervised at all times



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by an adult of the relevant residence. Visitors/guests staying overnight at a residence do not require a visitor badge provided the residents are in residence. However, the registered resident is required to ensure that Main Reception or the Assistant Bursar are made aware of the intended visitors. The resident is required to ensure that such visitors/guests are escorted at all times when out and about on school site.

6. Visiting Speakers

6.1 From time to time the school or Heads of Departments may arrange for guest speakers to visit to school. These may be, for example, to talk at Careers briefings, on a topic of interest to an identified pupil group or as a general invite to present a general talk within the school. These visits may be within core school hours or as part of an extra-curricular event.

A Visiting Speaker is identified as:

- a person who is asked, or requests, to speak at a school based event involving West Buckland pupils. The person is usually not organising the event in any way, and will be participating under the supervision and guidance of a member of staff.
- This will include but is not restricted to ex-pupils returning to give talks or presentations and individuals from business, industry, commerce, associations, public services, charities, religious groups or individuals with no formal association to any particular body.

6.2 In line with guidance within Keeping Children Safe in Education (Sept 2018) and in particular in relation to the Prevent directive and potential for radicalisation, no guest speaker must be booked and confirmed until such times as the school has completed a background check on the identified speaker. The level of background check will be subject to a dynamic Risk Assessment(RA) originated by the sponsoring teacher and agreed with Designated Safeguarding Lead Officer (nominally the Pastoral Deputy). The RA is to be based upon factors including, but not solely;

- Nature of the talk
- Identified audience
- If the speaker is known to the school and if so how (i.e. parent/former pupil etc) (note – being a former pupil will not necessarily negate the requirements for detailed background checks)
- When and where talk will take place
- Has the school been approached by the speaker/company

The above factors will dictate the level of background check to be carried out.



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6.3 In most cases the attendance of a guest speaker will not fall under the criteria for “Regulated Activity” and as such a DBS check will not be appropriate however these check should, as a minimum, consist of an internet search engine search to identify and confirm the individuals background and identity, in line with current awareness of the speaker. In addition, it may be relevant to consider an Independent Safeguarding Check (formerly “barred list” check) if appropriate (this check can only be accessed and completed by the Assistant Bursar). It may be appropriate to gain an independent reference on the validity of the guest speaker and the suitability of the subject matter from other schools who may have had recent visits from the speaker, to further confirm the validity of the speaker. All of the aforementioned checks are to be conducted discreetly and ahead of any confirmation of acceptance of the speaker to the school.

6.4 In line with best practice the school has, with effect from 01 January 2016, a formal register for the documentation of all guest speakers checks which is held along with the SCR by Assistant Bursar. If a guest speaker is not registered on the register the speaker may be prohibited from delivering their talk.

Once a guest speaker is confirmed to attend the sponsoring member of staff is required to inform the speaker that on arrival at the school they will be required to produce, at reception, official photo identity documentation i.e. in date Passport, driving licence or formal and recognised Identity Card (e.g. Armed Forces/HM Government card etc). On the day of the talk the sponsoring member of staff is required to meet the speaker in reception, request to see the formal identity and book the speaker in at reception ensuring they are issued with a visitor lanyard. The guest speaker is to be accompanied at all times whilst on the school premises.

7. Off Site Visits

7.1 Where off-site visits are being planned and there is an expectation that the pupil body will attend talks, the individual leading the trip/visit should consider the intended nature of the talks and assess within the off-site Risk Assessment. Having considered and risk assessed the nature of the talks there may be a requirement to conduct checks, in a similar way, as if the talk was taking place within the school by completing the additional Visiting Speaker Risk Assessment form and placing with the off-site Risk Assessment.

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