



School Visitors Policy and Procedures

APPROVED BY: Chris Evans, Office Director

LAST UPDATED: 02/03/2020

NEXT REVIEW DUE: 02/03/2021

RESPONSIBILITY FOR REVIEW: Chris Evans and Nathan Santangelo-Barber (DSL)

Policy Statement

The management and staff would like to offer all visitors a warm, friendly and professional welcome to Cavendish School of English, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to "safeguard" all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Directors and heads of department to ensure that this duty is uncompromised at all times.

In performing this duty, the school management recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitors' escorted departure from the school site.

Policy Responsibility

A school director is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's safeguarding team. All breaches of this procedure must be reported to a director.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Cavendish School of English can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visiting agents, officials, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities
- All stakeholders of the school
- All parents and internship participants
- All pupils
- Other Education related personnel (English UK/British Council employees/Inspectors; publishers and sales representatives)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- All visitors who have not arranged a meeting must do so prior to their visit to the school.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be 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. The visitor must not be allowed to move about the site unaccompanied unless they are authorised to do so by a director or are listed on the Approved Visitor List..

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and temporary staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been received by the School's reception (a current DBS is defined as no more than 3 years old/on the update service) **AND**
- b) They have the written authorisation of a Director to travel around the school site unaided.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be kept behind reception at all times.

Please note: when receiving visitors from accredited organisations (British Council, English UK, Rasla) possession of a valid DBS is assumed.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- Leave through the main entrance at House A and not return.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a School Director should be informed promptly.

The School Director will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, 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.

Visitor procedures

All visiting staff and stakeholders must comply with the school's safeguarding policy and procedures. A DBS issue number and date (if not already held) must be held on record at the School reception.

The School must check all stakeholders have valid DBS certification (i.e. less than 3 years old)

Thereafter, procedures as per 6.1 should apply. Please note that all visiting stakeholders should sign in and out using 'the Visitors Book'.

New teachers and staff will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Directors and the DoS team.

New interns will be asked to comply with this policy by staff they first report to when coming into school for their work experience.

Staff Development

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

Linked policies

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

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