



ST WYSTAN'S SCHOOL & NURSERY

VISTOR POLICY

This policy includes the Early Years Foundation Stage (EYFS)

Policy reviewed: January 2020

Policy to be reviewed: January 2023

Policy Statement

St Wystan's welcomes parents and other guests to visit St Wystan's School (the School) and recognises the important contribution and potential benefits which can result from interactions with visitors.

The School is committed to safeguarding the welfare of students and staff members and protecting facilities and equipment from misuse and vandalism. It is the intention of the School that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises. Visitors may be required to bring photographic identity if necessary (i.e. if they are not known by the relevant member of staff, their identity should be checked on arrival by sight of an original photographic ID document. No copies of the document will be retained).

The control of visitors is a fundamental part of the School's safeguarding of students, staff and property. This policy covers the procedures followed for visitors to the School during normal school hours. All visitors attending organised School events outside normal school hours are greeted at the door by a member of staff and asked to sign in at reception.

Pupils are not allowed access to School premises outside normal school hours unless they are waiting to take part/taking part in a school activity in which case they will be supervised by a member of staff.

Visitor Code of Conduct

This Code of Conduct applies to all visitors to the School and is printed on visitors' badges.

1. You must wear this visitors' badge in order that it can be seen at all times during your visit.
2. You must be accompanied by a staff member throughout your visit (unless you are on the Safeguarding Approved Personnel list and so compliance checked).
3. You must return the visitors' badge to reception on leaving the school and sign out.



4. If you notice any unsafe or inappropriate behaviour or health and safety issues you must report it to one of the Safeguarding Personnel (as identified on the poster in reception).
5. You must take reasonable care of you own health and safety and that of others at the School.
6. You may only use staff toilets in School. You may not use the toilets designated for children (marked: Pupils).
7. You must not reveal to anybody outside school, personal information you may learn in the course of your work or visit.
8. Should there be a fire evacuation, a member of staff will accompany you out of the building and to the visitor assembly point.
9. The School operates a no smoking policy (including e-cigarettes).

Parents attending School events

Generally, parents attending the School are treated in the same way as any other visitor and are subject to the terms of this policy. Parents are issued with lanyards when visiting during the school day (including meetings with staff, volunteering for school events). However, the School recognises that it is not practical or desirable for parents to have to follow the strict registration arrangements and for them to be accompanied at all times when attending ad hoc events (such as sports fixtures, and school assemblies. Parents will, however, be expected to adhere to paragraphs 4 to 9 of the Visitors' Code of Conduct at all times. An annual reminder of visiting procedures will be sent to parents.

School's register of Safeguarding Approved Personnel

The School holds a Central Register of all personnel who have had the appropriate safeguarding checks (including staff, Governors, volunteers, regular contractors etc), maintained by the Operations Manager. The School also holds a register of Health and Safety approved contractors, also maintained by the Operations Manager. The names of all approved personnel (in addition to current members of staff) are held on the Safeguarding Approved Personnel List. Individuals on this list will be allowed unsupervised access to the school.

Visiting Pupils

Pupils from other schools may visit St Wystan's from time to time (e.g. for sports fixtures, competitions, etc.). If visiting pupils are accompanied by a member of staff from that school, that member of staff is responsible for the behaviour of those pupils. If pupils visit the school without accompaniment, parents must complete a medical form and the pupil is in the care of school staff. The pupil should sign in at the school office to ensure they are included in emergency evacuation arrangements.



Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a St Wystan's lanyard should be challenged politely to enquire who they are and their business on the school site. Staff should not put themselves at risk. They should then be escorted to the school office to sign the Visitors' Book and be issued with an identity badge. The procedures detailed in Appendix 1 will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of SLT informed. The SLT member 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. The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

Risk Assessment

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified. The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused. The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the Assistant Heads who has been properly trained in, and tasked with, carrying out the particular assessment.

Record Keeping

All records created in accordance with this policy are managed in accordance with the School's records management policy and records retention schedule. Records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use the personal data of pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's data protection policy for staff, governors and volunteers and information security and sharing data guidance which are both contained in the data protection and information security handbook.

Policy Development and Review

This policy document was produced in consultation with the school community, including school staff and Governors. This document is freely available to the entire school community. This policy will be reviewed on a three-year rolling programme.



Written/Reviewed by	K Hopkinson		
Reviewed	14.01.2020		
Date of next review	January 2023		
Governing body approval	Yes/ No	Signed/Dated	
Website / App	Yes/ No	ISI	Yes/ No
Staff Handbook	Yes/ No	Parent Handbook	Yes/ No

Appendix 1

Visitor Procedures Visitors to St Wystan's School

Visitors to St Wystan's School may be asked to bring formal photographic identification with them at the time of their visit (unless they are named on the Safeguarding Approved Personnel list or are a visiting pupil). All visitors must follow the procedure below:

- Once on site, all visitors must report to reception first (separate procedures apply for Sports fixtures – see below, and for parents attending School events).
- At reception in the school office, all visitors must state the purpose of their visit and who has invited them. They should be ready to show photographic identification to the contact member of staff on request.
- All visitors will be asked to sign the Visitors' Book which is kept at reception in the school office at all times making note of their name, organisation, who they are visiting, and their time of arrival.
- The following will be displayed in Reception for the visitor's attention:
 - o Safeguarding Personnel poster
 - o Text on the visitors pass
 - o Emergency evacuation procedures
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- The contact member of staff will be asked to come to reception to receive the visitor or visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on site. The

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visitor must not be allowed to move about the site unaccompanied unless they are registered on the Safeguarding Approved Personnel list.

Sports fixtures

Visiting schools (pupils and staff), St Wystan's parents and visiting parents attending sports fixtures:

- Parents will be directed to the match venue. After the match, parents will be directed to the Hall for post-match teas.

Assemblies/Music Recitals

Parents are invited to attend class assembly on a Wednesday morning – they are not asked to sign in but to proceed straight to the Hall. After assembly finishes, parents are asked to leave the site as soon as possible. The caretaker helps to ensure that all parents have left.

Tours of the School

Tours of the School take place at various times during the year, and in particular Open Mornings. Head Boy/Girl and Deputies (e.g. Open Day, Open Evening) may be asked to give tours to prospective parents, pupils, interview candidates and visiting teachers. Tours will take a prescribed route and will visit busy areas of the site. Tours will not go into changing rooms or toilets and the guide will accompany guests at all times.

Occasional / Temporary Contractors (not on the Safeguarding Approved Personnel List)

Any external contractor coming onto the premises to carry out maintenance or other such activity, during school hours/when pupils are present, is to be notified in advance to the school, to be greeted at the gate and taken to the reception desk to sign in on arrival with identification, and will be issued with a visitor's badge. They are to be supervised at all times until they have left the school site.

Training

New staff members will be given clear instructions to ensure these procedures are followed at all times.

Visitors to St Wystan's School

In order to ensure the safety of the children, the entrance to the School must remain locked at all times. All external visitors to the School must sign in and complete the Visitors' Book with the relevant details asked for. Staff must sign in on the staff sheet. All staff wear their ID badges.

All new parents visiting the School are greeted at the door. Their details are checked with those entered in the School calendar. Before being shown around the School they complete the Visitors' Book, are given Visitors' badges and are asked to wait in the office until the member of staff meeting them is available.



Any external contractor coming onto the premises to carry out maintenance or other such activity, during school hours/when pupils are present, is to be notified in advance to the school, to report to the school office on arrival with identification and will be issued with a visitor's badge. Such contractors will be accompanied whilst at St Wystan's school. Staff members should not open the front gate or door to visitors unless they are able to take them to the school office who will arrange for them to sign in. No visitors should ever go straight to a classroom without seeing a member of the administrative staff first.

Due to the very short nature of the visit, parents arriving to collect their child during the school day do not need to be signed in, but they must wait in the school office whilst their child is brought to them.

In the unlikely event of staff seeing a visitor in the school without a visitor's badge, the visitor must be challenged and taken to the school office for identity checks to be carried out. New staff members will be given clear instructions to ensure these procedures are followed at all times.

Parents attending assemblies or productions are not asked to sign in but to proceed straight to the hall. After assembly or the production finishes, parents are asked to leave the site as soon as possible. The caretaker helps to ensure that all parents have left.

Visitors' Departure from School

On departing the School, visitors (other than parents attending assemblies) **MUST** leave via the school office and:

- Enter their departure time in the Visitors' Book alongside their arrival entry.
- Return the identification badge to reception / the school office.
- A member of staff should escort the visitor to reception / the school office.

Appendix 2

Visiting Speakers

St Wystan's has a long tradition of visiting speakers. These visiting speakers enhance the intellectual life of the School and provide stretch, challenge and inspiration for pupils. We are proud of our tradition of visiting speakers and seek to source high quality and appropriate visiting speakers for various events. St Wystan's School welcomes speakers on spiritual topics. The School has a broadly Christian background, but it recognises that many of its pupils are from different faiths or of no faith. The School holds Christian events at key times in the year (Christmas, Remembrance, St Wystan's Day, Easter) and explores issues of faith and spirituality in School assemblies, inviting speakers with a range of views and opinions.

The School also recognises that it can be beneficial to its community if its members feel in touch with their heritage and that their culture is recognised. Before inviting visiting speakers on religious or ethical themes,



efforts will be made to ensure that the individual and the religion/organisation they represent uphold British values.

The Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) requires The School to have a clear protocol for ensuring that any visiting speakers, are suitable and appropriately supervised. The Prevent Duty requires the School to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism. Radicalisation is the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of UK armed forces, whether in this country or overseas, are also considered extremist.

All visiting speakers will be subject to the School's usual visitors' protocol set out in this document. The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out above.

Actions

Any member of staff inviting in a visiting speaker, or overseeing a group of pupils who would like to invite in a visiting speaker, must as a minimum carry out an internet search on the proposed speaker. Pupils may not invite visiting speakers – this must be done through a member of staff. If the internet search reveals information that indicates the speaker presents a risk of radicalisation then the matter must be referred to the School's Prevent/DSL and the Head. The Head will ultimately decide if it is appropriate to invite the speaker to attend the School. If, despite the online searches, a visiting speaker starts to discuss inappropriate topics, for example issues covered by the Prevent duty, the supervising teacher will immediately bring the session to an end and report the incident to one of the Assistant Heads or Headteacher.

All visiting speakers will be required to bring photographic proof of ID unless the speaker is known by the School. It is the responsibility of the supervising member of staff to check the ID and to supervise the speaker at all times.

If a visiting speaker is carrying out other duties for the School, on a paid or unpaid basis, then they may be in "regulated activity" and may be categorised as either staff or a volunteer. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers; HR Compliance must be informed and they will be recorded on the School's single central register (SCR).

- When a visiting speaker visit is arranged, the event should be entered into the School calendar via SharePoint and the following information should be provided.

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- o Date
 - o Name of speaker and Title/Role
 - o Title of talk
 - o Age range at which the talk is aimed (state year group on calendar entry).
- At St Wystan's School, details of the visiting speaker and the presentation are added to the School calendar and the Visitors log. The visit is discussed with the Prevent Lead where appropriate. Checks are made in line with this policy. If any content of a talk proves highly contentious or falls outside the School's expectations, the member of staff organising the talk must report this to the Head without delay. In fulfilling its Prevent Duty obligations the School will not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

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