



Glebe School

Visitor Policy

Date approved by Governing Body	22 nd April 2020
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Statement of intent

This policy is designed to outline Glebe School's policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Authorisation

- 1.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 0208 777 4540.
- 1.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 1.3. The school office should be contacted about a proposed visitation in advance. The school office will pass all details on to the relevant senior member of staff for sign-off, before getting back to the visitors and confirming the details of their visit.
- 1.4. Teachers, or other staff members, arranging visitors to the school must have the visit agreed in advance by a member of the Senior Leadership Team. Staff must then collate all the required information (as above) and pass this on to the school office, so that they are aware that this is an authorised visit. Staff must also ensure that visitors supply a current DBS check and photo ID to the office if they will be working in regulated activity, or may be unsupervised at times.
- 1.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a member of staff.
- 1.6. Parents are discouraged from visiting the school during school hours unless for a meeting, school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

2. Visiting procedures

- 2.1. All visitors to the school, including parents, contractors, former pupils and former staff will comply with the following procedure:
 - Immediately report to the school reception area on arrival
 - Provide their details to the reception staff, including:
 - Name
 - DBS check, photo ID & professional ID (if applicable, see above)

- Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
 - Sign-in using the InVentry electronic system (or visitors' book)
 - Wear the red lanyard with ID badge at all times while on school property
 - Sign-out using the InVentry system (or visitors' book) upon departure
 - Return ID badges to the school office before departure
- 2.2. Visitors are made aware of relevant school policies, including those in relation to health and safety, reporting a safeguarding concern and emergency procedures.
 - 2.3. Visitors are advised that mobile phones/cameras are not permitted to be used in the presence of students and may only be used in designated areas, i.e. the staffroom or administration offices.
 - 2.4. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
 - 2.5. Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.
 - 2.6. Regular visitors to the school (such as trustees, members, therapists and counsellors) will sign in and wear a visitors badge but do not need to be accompanied at all times, provided that their DBS check and photographic ID have been verified by the school and are recorded on the Single Central Record. A risk assessment will be completed by a member of the SLT, for visitors who cannot provide an up to date DBS check.
 - 2.7. The Provider Access Policy contains additional information regarding how the school manages visits by providers of post-14, post-16 and post18 education and training and should be read in conjunction with this policy.
 - 2.8. Unless they have undergone the necessary checks (as above), all visitors to the school will not work in regulated activity and will be supervised at all times.

3. Exceptions

- 3.1. Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- 3.2. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

4. Unidentified individuals

- 4.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- 4.2. Any such visitors will be directed to the school office where they can sign-in.

- 4.3. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

5. Visitor conduct

- 5.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.
- 5.2. Glebe School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, trustees, parents or other visitors.
- 5.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 5.4. In the event of persistent occurrence of unacceptable behaviour on the school site, Glebe School will consider issuing a banning order for the individual in question.

6. Monitoring and review

- 6.1. This policy will be monitored and reviewed every year by the headteacher and Board of Trustees.
- 6.2. Amendments to the policy will be communicated to all members of the school community.