

### 1. Introduction

Visitors are welcome to The Toynbee School. Indeed they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is The Toynbee School's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The Toynbee School is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

### 2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

### 3. Aim

To safeguard all pupils is The Toynbee 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 pupils can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

### 4. Objectives

To have in place a clear protocol and procedure for the admittance of visitors to the School which is understood by all staff, Governors, visitors, contractors and parents and conforms to Safeguarding guidelines from the DFE, OFSTED and Hampshire County Council Safeguarding guidance *preventing unsuitable people from working with children and young persons in the education service*.

### 5. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the site during the school day, including ex pupils, or for after school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists)
- All Governors of the school
- All parents (particularly parent helpers)
- All pupils
- All volunteers
- Local Authority Personnel
- Building & Maintenance Contractors

### 6. External Visitors to The Toynbee School

Staff are required to be familiar with Safeguarding guidance on Child Protection (accessible via [Ofsted.gov.uk](http://Ofsted.gov.uk)) in relation to: *preventing unsuitable people from working with children and young persons in the education service*.

This policy applies to all visitors invited to the school by a member of staff.

#### Protocol and Procedures

##### 6.1 Visitors Invited to the School

- a) Before a visitor is invited to the school, the Headteacher should be informed, with clear explanation as to the relevance and purpose of the visit and intended date, time and duration for the visit. Email permission must be granted by the Headteacher before a visitor is asked to come into school.
- b) When inviting visitors to the school they should be asked to bring photo identification and if possible DBS clearance certificate.
  - All visitors must report to Reception first – do not enter the school via any other entrance.

- At Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification and if possible DBS clearance certificate.
  - All visitors will be asked to sign the Visitors Record Book which is kept in Reception at all times.
  - All visitors will be required to wear a visitor's badge.
  - 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. In the event of a fire alarm or emergency evacuation, the member of Toynbee staff hosting the visitor is responsible for escorting them to the assembly point.
- c) On departing the school, visitors should leave via Reception and:
- Enter their departure time in the Visitors Record Book alongside their arrival entry.
  - A member of staff should escort the visitor to Reception/Exit (ensuring the visitor does not re-enter the school site, potentially breaching security).

### **6.2 Unknown/Uninvited Visitors to the School**

- a) 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.
- b) They should then be escorted to Reception to sign the Visitors Record Book and be issued with a visitor's badge. The above procedures in 6.1 then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher/Deputy Headteacher or a Senior Leadership Team member should be informed promptly.
- d) The Headteacher/Deputy Headteacher/ Senior Leadership Team member will consider the situation and decide if it is necessary to inform the police.
- e) 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.

### **6.3 Governors and Parent Helpers**

- a) All Governors and parent helpers must comply with Safeguarding procedures.
- b) The school must check all Governors and parent helpers DBS certification is in date. Thereafter, procedures as per 5.1 should apply. Please note that Governors should sign in and out using the Governors Signing In Book.
- c) New Governors will be made aware of this policy and be familiar with its procedures as part of their induction. This is the responsibility of the School Clerk to the Governors. The school will arrange a DBS clearance
- d) New parent helpers/volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role. The school will arrange a DBS clearance certificate.

## **7. 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. The Headteacher/Deputy Headteacher will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or

aggression (verbal and physical) from others. This training is valid across many areas of their responsibility and dealings with those both within and outside of the school community.

## **8. Linked Policies**

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

- Safeguarding incorporating Safer Recruitment Policy
- Confidentiality Policy
- Health and Safety Policy



### **9. Dissemination**

This policy is publicised to all in the school through Induction and regular policy review feedback at management committee meetings. This is publicly available in the policy section.

### **10. Monitoring of and Evaluation**

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

## Appendix A

The aim of this document is to clearly set out the procedures in place to assure that all visitors to The Toynbee School have received the appropriate vetting and safeguarding clearance.

### Categories of Visitor

The Toynbee School recognises four distinct categories of visitor for which different procedures apply. In each case a visitor is defined as someone not employed by Toynbee School.

Type of Visitor	Definition	Vetting Required
Short term accompanied visitor	This is most likely to be a parent or other adult who is visiting the school for the purpose of meeting with staff members. This type of visitor will be accompanied throughout their visit which will last for less than half a day.	No vetting or checks required  Visitor must be accompanied at all times by a member of staff
Day visitor	This is an adult visiting the school for more than a single short meeting and up to one day. This type of visitor will still be accompanied at all times.	No vetting or checks required  Visitor must be accompanied at all times by a member of staff
Repeat visitor	This is an adult who will be visiting the school for multiple occasions over a prolonged period (i.e one day a week for a month). This type of visitor may be either accompanied or unaccompanied.	Photo identity is required. DBS clearance certificate if unaccompanied.
Medium term visitor	This is an adult who will be visiting the school for a prolonged period longer than a single day (i.e week or a fortnight). This type of visitor may be either accompanied or unaccompanied. i.e PGCE students, Peripatetic teachers	Photo identity required and a DBS clearance certificate if unaccompanied. The DBS must be completed <b>BEFORE</b> the visitor makes their <b>FIRST</b> visit.

All visitors must sign in at Reception at the start of their visit and sign out before leaving.  
All visitors must be given a copy of the school leaflet regarding Safeguarding.