



**Author:** FAJ  
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**Non Statutory Policy**  
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## **Birchwood High School School Visitor Policy & Procedures**

**This policy should be read in conjunction with the following documents:**

- Child Protection Policy (which incorporates the DfE's September 2018 Keeping Children Safe in Education document)
- Safeguarding Leaflet

### **1 Introduction**

Visitors are welcome to Birchwood High School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. However Birchwood has a legal duty of care to ensure that the security and welfare of its students is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the policy and procedures.

It is our aim to safeguard all students under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure that students can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to safeguarding guidelines.

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

- All staff employed by the school
- All external visitors entering the school site during the school day or for after-school activities (including peripatetic tutors, sports coaches and topic-related visitors (eg authors, journalists)).
- All parents and volunteers
- All students
- Other education-related personnel (County Advisors, inspectors)
- Building, Maintenance, cleaning and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis.

Governors should refer to the separate Governor Visits Policy

### **2 Protocol and Procedures**

#### **2.1 Visitors to the School**

All visitors to the school may be asked to bring formal identification with them at the time of their visit and they must follow the procedure below:

- Once on site, all visitors must report to the student Reception in the first instance. Under no circumstances is a visitor permitted to 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 upon request.
- All visitors will be asked to read the safeguarding/health and safety notice on display in the Reception area.
- All visitors will be asked their details in order for their visit to be logged onto the system.
- All visitors will be required to wear a visitor identification badge which must remain visible throughout their

- visit.
- Visitors will be escorted to their point of contact, or their point of contact will be asked to come to reception to collect the visitor. The contact will then be responsible for the visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied.
- The contact must inform the visitor of the emergency evacuation procedure and they remain the responsibility of the contact for the duration of their visit.

## **2.2 Visitors Departure from School**

On departing the school, the member of staff should escort the visitor to Student Reception so they can return their visitor identification badge to the Receptionist and then sign out on the system.

## **2.3 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 Student Reception to sign in and be issued with a visitor 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 member of SLT must be 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.

## **3 Volunteers**

All volunteers must hold a DBS disclosure certificate. The HR Manager must be informed if a member of staff wishes to use a volunteer to ensure the appropriate safeguarding paperwork and checks are carried out before they can start volunteering at Birchwood.

## **4 Governors**

Governors should refer to the separate Governor Visits Policy.

## **5 Visitors whose purpose is to work with students in some capacity**

Visitors may work with students in a variety of capacities, eg delivering a lesson, to meet with small groups of students or individuals or working with a student on a one-to-one basis.

Staff should ensure that the procedures outlined in 2.1 and 2.2 above are followed.

Any visitor who is doesn't have a DBS check must not be left alone with the students at any point. This includes whole class or small group teaching or one-to-one interviews of students or escorting by students around the building.

If a visitor has a DBS clearance they may work with students unaccompanied, however this must be agreed in advance.

## **6 Use of External Agencies and Speakers**

We encourage the use of external agencies or speakers to enrich the experience of our students. However we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our students.

We ensure that we do not unwittingly use agencies that contradict each other with their messages, or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our students.

All External Agencies and Speakers must read and accept the Visiting Speaker's Agreement found at Appendix 1.

Birchwood will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to clarify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of the students.

We recognise, however, that the ethos of Birchwood is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

## **7 Staff Development**

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

## **Birchwood High School Visiting Speakers Agreement**

All Visiting Speakers to the school need to read this agreement and accept the following:

- At Birchwood we understand the importance of visitors and external agencies to enrich the experiences of our students.
- In order to safeguard our students we expect all visiting speakers to read and adhere to the statements below:
- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.
- Visitors will be accompanied by a member of staff at all times.