

Visitor Policy

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Reviewer	Status	Notes
RP (Headteacher)	Approved ▾	Update to visitors leaflet to reflect Safeguarding protocol changes.
CH (Ops Manager)	Approved ▾	
GP/DW (Governors)	Approved ▾	Questions and queries from SG Gov and other governors (ISI TI) - addressed and resolved. Board of Gvs Meeting - 26 September 2022

Date for Review – September 2024

Visitor Policy

It is important that this policy be read and applied in conjunction with other School policies, published separately in the Staff Handbook or available on the school website, at <https://cransleyschool.com/documents-and-policies>

- Safeguarding/Child Protection Policy
- Fire Risk Assessment Policy
- Health and Safety Policy
- Pupil Supervision Policy
- PSHEE/RSE guidance and provision
- Equality and Diversity Policy

All visitors to Cransley School must use the main entrance door at the front of the Hall on arrival. A member of Staff will acknowledge such arrival and will formally welcome the visitor before proceeding with the registration process that involves registering the visitor in the Visitors Book located in the School Common Room.

The registration process concludes with the visitor signing in, being allocated a visitor's badge and issued with the Cransley School information leaflet containing visitor's protocols, including Safeguarding expectations and instructions. The Staff member being visited will be contacted. Visitors must remain in the Common Room until the staff member arrives to meet them. Visitors must be accompanied at all times.

There is no open access to any part of Cransley School at any time and visitors should expect to be asked who they are and what their business is even after registration in the Common Room. Security is of paramount importance.

The use of mobile phones, photographic equipment and other personal recording devices is strictly prohibited at all times, except where explicit permission has been given by a member of the Senior Management team.

Procedures for Visitors

Cransley School takes the following steps to ensure that its premises are secure:

- All Staff and Volunteers (recruited in accordance with Safer Recruitment Procedures) wear identity badges at all times.
- 'Visitors' includes all persons arriving on the School site, who are not Governors, members of Staff, volunteers (for whom there are separate arrangements), or pupils of the School. All visitors must report to the School Common Room as outlined above.
- Visitors must at all times display the visitor's badge provided and must sign the Visitors Book located in the Common Room.
- Visitors must familiarise themselves with the contents of the [Cransley School Visitors Protocols information leaflet](#),
- Visitor's badges must be returned to a member of Staff prior to departure.
- Visitors must be accompanied by a member of staff at all times.

Visitors must remain in the area designated for the activity that they are attending.

All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record

The Operations Manager is responsible for the maintenance and security of this record.

If visitors find they are alone with pupils/children they should report to a member of staff or reception.

If by agreement with the activity organiser, they are leaving a child at the activity (for example an Taster Day or similar event) visitors must leave the site and return to pick up the child at the agreed time via the main entrance at the front of Belmont Hall.

It is also recognised that there are certain times when parents and other visitors will enter the School without having to wear badges eg Sporting fixtures, concerts, plays and other such events. On these occasions, visitors should remain in the area in which the event is taking place.

It is also important to remember that at the start and end of term parents and relatives can often be present on site without having to sign in and wear a badge, as they drop off or pick up pupils. Staff and volunteers are asked to be sensitive and polite in questioning those without badges to ascertain who they are and their reason for being on the School site. Concerns should be reported to a member of the SMT.

Pupils are advised that, whilst being at all times courteous, and without placing themselves in danger, it is acceptable to establish the identity of any person who does not display a School identity badge or are unaccompanied. They should direct such visitors to the School Office or to a member of staff. If they are at all concerned about an unidentified stranger on the School site, they should report the matter to a member of staff immediately.

Approval of Visiting Speakers

The suitability of visiting speakers is checked by the Headteacher at the School. In most cases this forms part of the calendar preparation process, and in cases where there is no corresponding entry in the calendar, staff are required to seek the approval of the Headteacher before making arrangements for the visit.

Visiting speakers are expected to comply with the expectations of the visitor's arrangements and will be met on arrival by staff and are supervised at all times throughout their visit.