

Stretford High School



School Visitor Policy and Procedures

Ratified by the F & P Committee Governors	March 2023
Due for review:	March 2025

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Stretford High School, whatever the purpose of their visit.

Our School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in visitors being escorted from the school site.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for extra-curricular activities (including tutors, sports coaches, and topic related visitors e.g. authors)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel
- Building & Maintenance and all other Independent contractors visiting the school premises

Protocol and Procedures Visitors to the School

All visitors will be required to verify their identity.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Procedure

- All visitors must report to reception on arrival at school. No visitor is permitted to enter the school via any other entrance under any circumstances. Where possible, staff members should inform reception of planned visitors.
- 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 sign in using the Inveny system, located in reception.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- 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. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are visiting for a professional purpose as outlined below.

Visiting for a professional purpose

Visitors to the school who are visiting for a professional purpose, (i.e agency/supply staff, third party staff and contractors), **MUST** follow the same procedures on entry to the premises. In addition, they will be asked to show photo ID and:

- Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or
- The organisation sending the professional, will provide prior written confirmation that an appropriate level of DBS check has been carried out (if this is provided, we will not ask to see the DBS certificate)

These visitors will then be issued with a green lanyard to confirm that the above checks have been carried out.

All other visitors, including visiting speakers, will be issued with a red lanyard and accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure via the Inventory system
- Return the identification badge to reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identify badge should be challenged politely to enquire who they are and their business on school site.

They should then be escorted to reception to sign in via the Inventory system and be issued with an identity badge. The procedures under “Visitors to the School” above will then apply.

In the event that the visitor refused to comply, they will be asked to leave the site immediately and the Headteacher (or Senior Leader) will be informed promptly.

The Headteacher/Senior Leader will consider the situation and decide if it is necessary to inform the Police.