



**Author:** LAN  
**Read and approved by SLT:** 14.06.2023  
**Read and approved by Personnel Committee:** 14.06.2023

**Non Statutory Policy**  
**Review Frequency – every three years**

## **Birchwood High School School Visitor Policy & Procedures**

Effective from 1<sup>st</sup> September 2023

Summary of key changes from the previous policy version dated November 2019:

This policy has been revised in line with recommendations from HCC & KCSIE 23 and reviewed practices including the use of Inventory.

There are new sections: Regular visitors, exceptions and monitoring/review and inclusion of an example Letter of Assurance.

Revised sections to provide further guidance: Planned visitors, unplanned visitors,

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

- Child Protection Policy (which incorporates the DfE's September 2023 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 health, safety and welfare of its staff and students are 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. To assist this all staff, regular visitors and Sixth Form students wear a school lanyard which has their photo on display.

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 (08:00 to 16:30), 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 supply staff/peripatetic tutors/sports coaches and topic-related visitors eg authors, journalists).
- All parents and volunteers
- All students

- Other education-related personnel (County Council staff, Advisors, Inspectors, health care professionals)
- 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 and external school hirers should refer to the lettings policy.

## **2 Protocol and Procedures**

### **2.1 Planned 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. Where possible, Reception staff should be informed of all pre-arranged visitors to the school (including the date and time, reason for visit, name of visitor(s), organisation they are from, if applicable, and staff member they are visiting.

All visitors:

- must report to the student Reception. Under no circumstances is a visitor permitted to enter the school via any other entrance.
- must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- will be asked to read the safeguarding/health and safety notice on display in the Reception area.
- shall sign in using Inventory system and have a photo of them taken.
- will be required to wear a visitor identification badge which must remain visible throughout their visit.
- Will be provided with a leaflet regarding Safeguarding and Emergency evacuation procedures.
- will be collected from Reception by a member of staff. 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 at any time.
- remain the responsibility of the contact for the duration of their visit
- shall be escorted back to Reception so they can return their visitor identification badge to the Reception and then sign out on the Inventory system

### **2.2 Unplanned / Uninvited Visitors to the School**

Visitors who arrive at the school without prior appointment may be permitted to meet with the Principal/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school and should be escorted to Reception.

Any adult who is not wearing an identity badge or lanyard should be challenged politely by the staff member who first sees the individual, unless the staff member feels this would endanger them, 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.

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 promptly.

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 Regular visitors**

These visitors are usually education-related and 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.

Prior to commencing visits the HR Manager should be contacted so that a Letter of Assurance can be requested from the impending visitors employer to confirm that the correct safeguarding checks have been carried out. The individual will then be asked to provide photo ID which will be retained together with the

letter of assurance. The individual will then sign-in and out on Inventory for every visit and be provided with a lanyard that shows that they are allowed to move around the school unaccompanied. The list of regular visitors will be validated every year.

## **5 Exceptions**

For practical reasons there are three exceptions to these rules:

- At times when it is usual for parents/carers to be dropping off or collecting students, they will not have to sign in as they will remain in Reception
- People delivering goods will remain in reception otherwise they will need to be met by a member of staff and sign in.
- During scheduled school events eg open evenings/options evenings/parent evening

## **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 & accept the Visiting Speaker's Agreement (Appendix 2)

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.

## **8 Monitoring and Review of this policy**

The SLT have overall responsibility for the implementation, coordination and dissemination of this policy, which will be reviewed every three years as a minimum but additionally whenever there are relevant changes in legislation or to our working practices.

**APPENDIX 1**

**TO BE PROVIDED ON COMPANY HEADED PAPER**

To: HR Manager  
Human Resources  
Birchwood High School  
Parsonage Lane  
Hertfordshire  
CM23 5BD

Date:

Dear HR Manager,

**LETTER OF ASSURANCE**

As defined in the 'Keeping Children Safe in Education' guidelines, I can confirm that the following checks have been carried out on the individual listed below for the role of:

<b>NAME</b>	<b>DOB</b>
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<b>DESCRIPTION OF CHECK</b>	<b>COMPLETED (YES/NO or N/A)</b>
Identity check	
Enhanced Disclosure and Barring Service (DBS) check for the Child Workforce, which also includes a Children's Barred List	
Verify that original DBS Certificate has been seen	
Any disclosures on DBS Certificate (If yes), please give details of disclosure below	
Details of disclosure, if applicable	
Overseas Police Check – (as appropriate for those who have lived or worked outside of the UK)	
Check of professional qualifications	
Receipt of acceptable references	
A check to establish the persons' right to work in the UK	
Mental and Physical fitness to carry out responsibilities of role	
Completed Safeguarding & Prevent training	

On arrival at the school the individual above will provide suitable photographic identification. This will be in the form of a current valid driving license or current valid passport.

Yours sincerely

**AUTHORISED SIGNATORY**

Position in the Company

**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.

Signed:		On Behalf of:	
	Name:		Organisation name

School Contact:		Date:	
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