



# REDMAIDS' HIGH SCHOOL

FOR GIRLS | BRISTOL

SENIOR SCHOOL & SIXTH FORM

## CODE OF PRACTICE

### VISITORS – SENIOR SCHOOL

Please read in conjunction with the COVID-19 re-opening risk assessment published on our website

**Applicable to:** All Staff

**Aims:** To safeguard all children and staff under this school's responsibility both during school hours and out of school hours' activities which are arranged by the school. **ALL VISITORS** (without exception) comply with the following code of practice and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

The school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

#### **The policy 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 e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other education related personnel (advisors, inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

#### **Responsibility:**

The Designated Safeguarding Lead is responsible for implementation, co-ordination and review of this Code of Practice and for liaising with the school's site/security staff. All breaches of this procedure must be reported to the Designated Safeguarding Lead (DSL) or a member of the senior management team.

Any member of staff who invites a visiting speaker should complete the Visiting Speaking Checklist (Appendix A) and send it to the DSL for approval. Refer to Safeguarding and Child Protection policy Appendix 4.

## **Visitors' arrival in School**

If a visitor arrives in a vehicle during school hours they will be let through the barrier by a member of reception.

All visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.

At reception, all visitors must state the purpose of their visit and who has invited them. All visitors who are seeing students alone will be asked to provide formal identification, these visitors would already have been DBS checked and will usually be met by a member of staff first. All visitors will be asked to sign in using the InVentry system which is located in reception.

Ideally, the visitor's details will already be in the InVentry system (added by the member of staff responsible for the visitor or by the reception team) in advance of the visit. It is the responsibility of the member of staff to inform the reception team that they are expecting a visitor. The visitor will be asked to have their photograph taken and Reception will issue an identification sticker with the visitor's name, photograph, whether they are a parent/governor/other and who they are visiting, which the visitor must wear, either visible on their clothing or in a lanyard provided by Reception.

Those who are not already booked in or who are not on the Approved Visitor List must sign in using the 'Visitors' option on InVentry, the system will ask for their name, organisation, who they are visiting and car registration (optional). They will also have their photograph taken. An identification sticker with the visitor's name, photograph, whether they are a parent/governor/other and who they are visiting will be printed, which the visitor must wear. The system will ask the visitor if they would like to be remembered on InVentry for a future visit – this is a personal preference. If the visitor does not wish to be remembered then this is their 'right to be forgotten' and their data will be removed once they have signed out.

The sticker (either visible on clothing or in a School lanyard) must remain visible throughout their visit. The visitor will also be given a leaflet on safeguarding in the school and a card with the emergency procedure for fire evacuation and lockdown drill

The visitor's 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 registered on the Approved Visitor List.

### **Approved Visitor List:**

School reception will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, governors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced Disclosure and Barring Service (DBS) check and a note of this has been registered on the School's Single Central Register, if appropriate, or on the contractor list held by the Estates Manager. Visitors on the approved list **MUST** sign in using the InVentry system in reception by selecting the DBS button. The visitor's name, organisation, car registration and photograph is already securely stored in the system – these visitors are not always required to wear an identification sticker, but must wear ID of some sort, e.g. governor badge, visitor pass badge or sticker. A copy of the approved visitor list will be kept behind reception at all times.
- b) Contractors must show photographic ID to reception and have this checked.

### **Visitors' Departure from School:**

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

- Sign out using the InVentry system
- Return the identification badge to reception where it will be shredded immediately
- A member of staff should escort / ensure the visitor has left the building (ensuring, as far as possible that the visitor does not re-enter the school site).

### **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 reception to sign into the InVentry system and be issued with an identity sticker. 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 the Head or a member of the Senior Management Team (SMT) should be informed promptly. The Head or member of SMT will consider the situation and decide if it is necessary to inform the police.

If a visitor becomes abusive or aggressive, they will be asked to leave the site.

Governors and parent helpers must sign in and out using the InVentry system. They must comply with the School's DBS and recruitment procedures.

New volunteers will be asked to comply with this code of practice by staff before coming into school for an activity or class supporting role.

As part of induction, new staff, governors, parent helpers and others are made aware of this code of practice for external visitors and are asked to ensure compliance with its procedures at all times.

### **Data Protection**

All information stored by InVentry will be processed in accordance with UK Data Protection law, currently the Data Protection Act 2018 (incorporating GDPR) and other related legislation. Data will be processed only for the purposes of the visit and the information provided will not be used for any other purpose. For more information about how personal data is held please refer to our Data Protection Policy which is available on our website.

### **Linked policies**

- Safeguarding and Child Protection Policy
- Healthy and Safety Policy
- Data Protection Policy

**Visiting Speaker Checklist****Details of the Arrangements**

Name of the member of staff responsible for booking the visiting speaker	
Name of the visiting speaker	
Visiting speaker contact details	
Date of presentation	
Audience details	

**Checklist**

Brief biography of visiting speaker, including speaker's organisation and other affiliations	
Details of presentation to be provided	
<p>Details or research undertaken on visiting speaker i.e. internet search for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc.</p> <p>Are you satisfied that the content seen in response to above is not contrary to the school's values and ethos and does not raise any concern in relation to the Prevent Duty? If there are any indications to the contrary, what is the context? Have you considered the implications and why you think the visit is justified?</p> <p>If you have concerns, please refer the matter to the designated safeguarding lead (DSL)</p>	
Will the visiting speaker be left alone with the students?	

Name of person/people responsible for supervising the visiting speaker whilst they are on site, if different to the organiser	
Confirm a copy of this checklist has been sent to the DSL (JTr ) and the School Receptionist.	
Agreed visit/ Refused	
Initials and date ( JTr)	

**Jacklyn Turner/Thelma Howell/Elizabeth Fry/Bisola Ezobi October 2020**