



Glebe School

Visitor Policy

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Statement of intent

This policy is designed to outline Glebe School's policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE (2024) 'Keeping children safe in education 2024'
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE (2022) 'Political impartiality in schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Communications Policy
- Parent Behaviour Policy

2. Authorisation

- 1.1. Individuals who would like to visit the school, but are not in contact with a member of staff, should arrange their visit through the school office, who can be contacted on 0208 777 4540.
- 1.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable. A visitor list for the day will be overseen by the receptionist or office staff member.
- 1.3. The school office should be contacted about a proposed visits in advance. The school office will pass all details on to the relevant senior member of staff for sign-off, before getting back to the visitors and confirming the details of their visit. Visitors to the school must have an appointment if they wish to have a meeting.
- 1.4. Teachers, or other staff members, arranging visitors to the school must have the visit agreed in advance by a member of the Senior Leadership Team. Staff must then collate all the required information (as above) and pass this on to the school office, so that they are aware that this is an authorised visit. Staff must also ensure that visitors supply a current Enhanced and barred list DBS check and photo ID to the office if they will be working in regulated activity, or may be unsupervised at times (in line with KCSIE).

- 1.5. All visitors who arrive at the school without a prior appointment should not expect to see staff at short notice and should book an appointment.
- 1.6. Parents are discouraged from visiting the school during school hours unless for a pre-arranged meeting, school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

2. Visiting procedures

- 2.1. All visitors to the school, including parents, contractors, former pupils and former staff will comply with the following procedure:
 - Immediately report to the school reception area on arrival
 - Provide their details to the reception staff, including:
 - Name
 - DBS check, photo ID & professional ID
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Sign-in using the InVentry electronic system (or visitors' book)
 - Wear the red or purple lanyard (depending on level of safeguarding checks) with ID badge. This should be visible at all times while on school property
 - Sign-out using the InVentry system (or visitors' book) upon departure
 - Return ID badges to the school office before departure
- 2.2. Visitors are made aware of relevant school policies, including those in relation to health and safety, reporting a safeguarding concern and emergency procedures, via the visitor leaflet.
- 2.3. Visitors are advised that mobile phones/cameras are not permitted to be used in the presence of students and may only be used in designated areas, i.e. the staffroom or administration offices.
- 2.4. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 2.5. Visitors are not permitted to park on-site and should use the roads outside of the school.
- 2.6. Regular visitors to the school (such as trustees, members, therapists and counsellors) will sign in and wear a visitors badge (purple lanyard) but do not need to be accompanied at all times, provided that their DBS check and photographic ID have been verified by the school and are recorded on the Single Central Record. A risk assessment will be completed by a member of the SLT, for visitors who cannot provide an up to date DBS check.
- 2.7. Unless they have undergone the necessary checks (as above), all visitors to the school will not work in regulated activity and will be supervised at all times.
- 2.8. Any children accompanying adults, should remain with and are the responsibility of the parents at all times.
- 2.9. Any students on work experience will provide all required information as set out in 1.4 and 2.1 above.

3. Exceptions

- 3.1. Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above. (They should sign in and out manually).
- 3.2. Anyone attending school events should be limited to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

4. Unidentified individuals

- 4.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge. (Or if someone with a red lanyard is walking around the school unaccompanied)
- 4.2. Any such visitors will be escorted to the school office where they can sign-in.
- 4.3. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.
- 4.4. Visitors are not permitted to enter by Pedestrian gate or bus car park (student entrance). All visitors must enter via reception and sign in.

5. Visitor conduct

- 5.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.
- 5.2. Glebe School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, trustees, parents or other visitors.
- 5.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 5.4. In the event of persistent occurrence of unacceptable behaviour on the school site, Glebe School will consider issuing a banning order for the individual in question.
- 5.5. When attending meetings with teachers, Glebe school reserves the right to limit the number of visitors to the school. This number should not exceed two people. A parent or carer may bring someone along to provide support. This person can be a relative or friend.

6. Monitoring and review

- 5.6. This policy will be monitored and reviewed every two years by the headteacher.
- 5.7. Amendments to the policy will be communicated to all members of the school community.