



Visitors Policy

Policy for Alternative Provision Providers used by County Durham Schools

Reviewed:	Reviewed By:	
	Name:	Signature:
May 2023	John Southeran	<i>J Southeran</i>
May 2024	John Southeran / Kim Turnbull	<i>J Southeran / K Turnbull</i>
May 2025	John Southeran / Kim Turnbull	

Visitors Policy

Introduction

Education Plus understands the need to ensure all visitors (including parents/ carers, contractors, representatives from host schools, the Local Authority and outside agencies), and correctly supervised, aware of their legal responsibilities and follow the centres code of conduct.

Aim of the policy

To ensure all students, staff, and visitors remain safe at all times. This is supported by clear protocol and procedures for the admittance of external visitors to the provision, which is understood by all visitors and conforms to child protection and safeguarding guidelines.

The policy applies to:

All staff employed by the school

All external visitors entering the school site during the school day

All parents and volunteers

All pupils

Other Education related personnel (including County Advisors, Inspectors)

Building & Maintenance, and all other independent contractors visiting the school premises

Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the Education Plus:

May be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below).

They must follow the procedure below:

Once on site, 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.

They should be ready to produce formal identification upon request.

All visitors will be asked to sign the Visitors Record Book which is always kept in reception making note of their name, organisation, who they are visiting, car registration, and visitor badge number.

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 registered on the Approved Visitor List.

Education Plus will hold an Approved Visitor List for visitors who frequently visit the school site to undertake work within the school (including contractors 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 DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old) AND b) A current clear List 99 check has been undertaken by the DSL AND c) They have the written authorisation of a Director to travel around the school site unaided. Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors' book). A copy of the approved visitor list will be always kept behind reception.

Visitors Departure from Education Plus

On departing Education Plus, visitors MUST leave via reception and:

Enter their departure time in the Visitors Record Book alongside their arrival entry

Return the identification badge to reception

A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

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 the visitors' book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply. If the visitor refuses to comply, they should be asked to leave the site immediately and a Director should be informed promptly. The Director 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.

Responsibility

Directors are responsible for communicating this policy to all stakeholders. All Directors to take a lead role in monitoring and reviewing this policy. All staff, including senior leadership, teaching and non-teaching staff, have a duty to support, uphold, and implement this policy accordingly.