



Kirkbie Kendal School Academy Trust

Policy Title:	Visitors' Procedure
Policy Reference:	V1
Version:	1.0
Member of Staff Responsible for review:	Business Operations Manager
Governors' Committee/SLT Responsible:	SLT (FAP)
Status:	Pending
Date first adopted/accepted by Governing Body:	
Review Cycle:	2 years
Date of last review:	May 24
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**“Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all
policies and procedures support the Child Protection Policy.”**

Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

<u>Version</u>	<u>Date</u>	<u>Description</u>
1.0	SLT 17.05.24 PPM 23.05.24	Existing Visitors' Procedure and Code of Conduct for adults incorporated into a Procedure
1.5		
1.2		

Visitor's Procedure

We are keen to work closely and proactively with parents, members of the local community and other agencies. At the same time, our fundamental duty is to protect the safety and welfare of all our students. In order to do this we must establish effective policies and procedures for managing the risks presented by adults to children. Part of the management of these risks is to make sure that we make the necessary checks on all visitors before they enter the school.

Schools are not open places to which any member of the public is entitled to right of access. The school must satisfy themselves that all visitors, no matter who they are, pose no risk to children. Students, staff, governors and parents do not have unrestricted right of access to the school but in light of their employment or connection with the school will have identification and follow safeguarding procedures managed by the school.

The school will adhere to Keeping Children Safe in Education 2023. In line with part three of the guidance; governing bodies should prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required; ensuring volunteers and visitors are appropriately supervised.

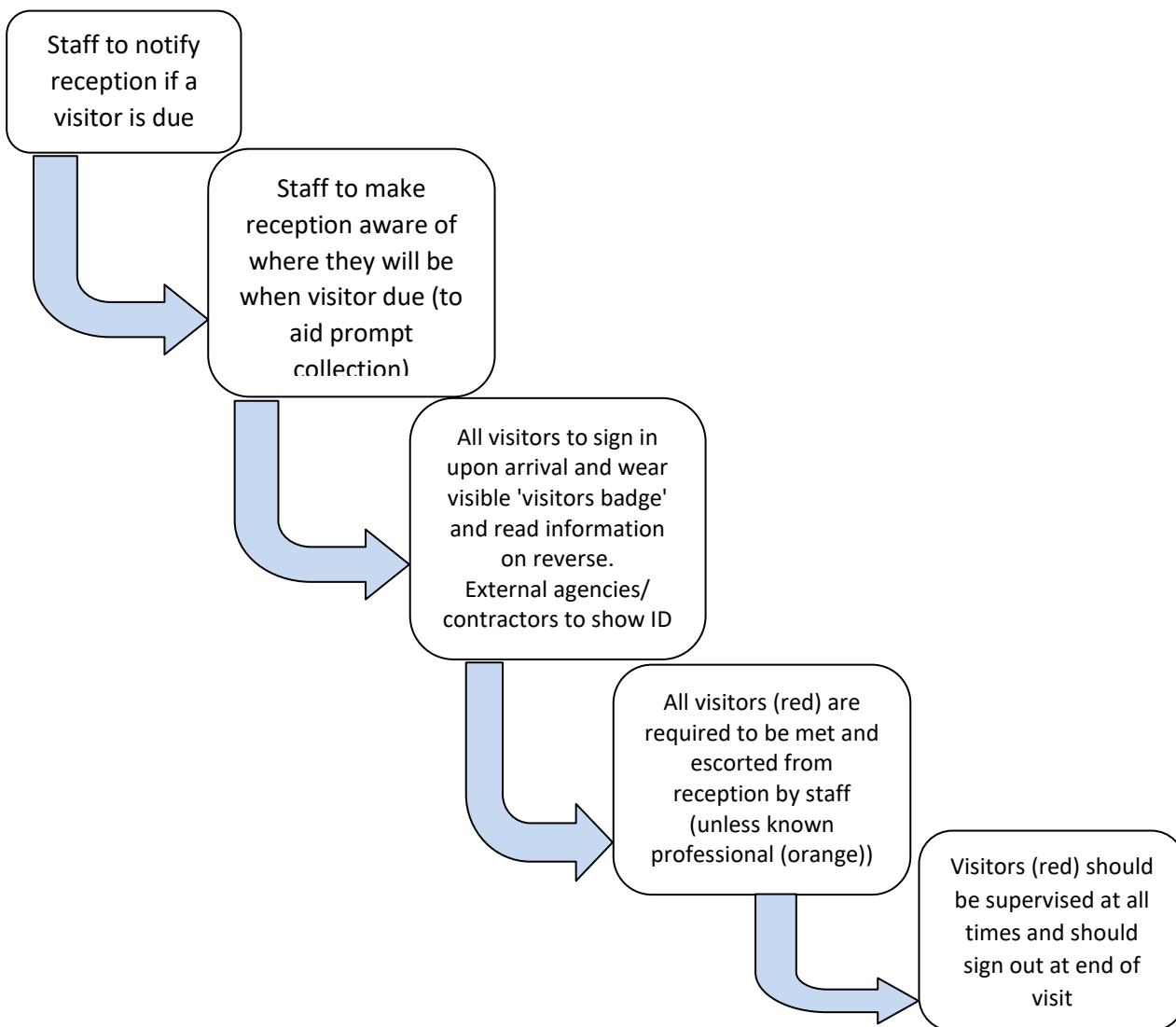
The school does not have the power to request or ask to see DBS certificates and barred list information for visitors. School staff will challenge anyone who does not appear to have been signed in as a visitor and is on the school site. Students are asked to tell a member of staff if they observe any unidentifiable persons on the site.

Visitor Arrangements

Visitors attention should be drawn to the information on the reverse of the badge with which they are issued when they sign in. School staff will also draw their attention to this information.

- Staff should notify reception if they have arranged for a visitor to come in on a particular day from 8.00am to 4.00pm, their time of arrival and their purpose of visit, and who will collect them from reception.
- Staff should make reception aware of where they are likely to be when their visitor arrives to enable them to be notified promptly for collection.
- Staff should advise their visitors to bring a form of photo ID to enable them to successfully sign in to school, this could be a staff ID badge, photocard driving licence or passport.
- The main gate is monitored to ensure all visitors come to main reception prior to coming further onto site.
- All visitors are required to sign in on arrival at the main reception and wear a visitor's badge.
- Visitors with a red lanyard non-DBS checked, must be supervised at all times whilst in school and to read the information provided on its reverse. Visitors with the relevant DBS checks, suitable to work unaccompanied with children will be given an orange lanyard and may work unaccompanied with children.
- All KKS staff and Governors wear a staff badge with a green lanyard, visitors have a red lanyard, authorised visitors with relevant checks completed will have an orange lanyard.
- All visitors are required to sign out of the school on departure, providing this is before reception closes at 4.00pm. If after this time, visitor badges should be left on reception or given to a member of staff when leaving the site.
- Visitors who are professionals from external agencies or contractors will be asked for some form of identification on their first visit. Prior to their visit reception should have been provided with the DBS clearance confirmation. It is the responsibility of the member of staff arranging the visit to ensure that their visitor is aware of this requirement. These visitors will then report to reception to collect an orange visitor's lanyard and to sign in and out from then on. Reception staff should be notified in advance that the visitor is expected and who they are here to see.

- Visitors are required to be met and escorted from reception unless they are a known professional who is on the DBS Pre-Checked list, and has provided their DBS details in advance of their visit.
- Visitors with a red lanyard should be supervised at all times whilst on site. This includes people who are speaking in assemblies or presenting to classes. They are not permitted to speak to children unless a member of staff is present and this has been authorised in advance by the designated teacher and the implications of regulated activity considered. Any comment that does not meet the expectations of British values or contravenes the school safeguarding policy will be countered by staff and reported to the Designated Safeguarding Lead.
- Visitors are expected to remain with the member of staff they are visiting throughout their time in school
- Any safeguarding concerns should be reported to the accompanying member of staff or raised by asking Reception to locate the Duty Safeguarding Lead.
- Parents and carers will also be required to sign in and out (as visitors and subject to same procedure) if having meetings on the school site. However, it is not practical to sign in large groups of parents e.g. parents' evenings, so discretion will be shown in these circumstances. Groups such as this will be welcomed when coming into the school building and supervised at all times. Parents are exempt from the photo ID requirement.



Observe this Code at all times.

Remember that your actions could be misinterpreted however well they are intentioned.

If you have any site concerns about children and child protection then please speak to your employer, or a senior manager of the establishment that you are working in.

Keep yourself and our children safe!

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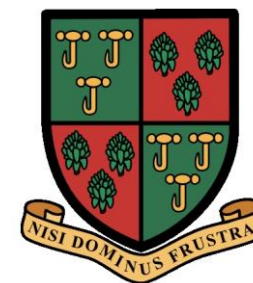


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Child Protection

**Code of Conduct for
adults visiting or working
on a school site**



Keeping Who Safe?

Adults visiting or working on a school site play an important part in the life of a school, whether helping to build or maintain the building or visiting as part of the school's wider community.

We can all play a part in keeping children* safe whilst working on or visiting a school site, regardless of whether you are directly employed by the school, working as a contractor, sub-contractor or in any other role in school.











Keeping children safe is covered by the statutory DfE guidance 'Keeping Children Safe in Education'.

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on a school site, whatever your job.










We must also take steps to keep **ourselves** safe. To keep yourself safe from possible allegations, please follow this Code.....

*Throughout this Code a child is defined as anyone under the age of 18.

Do

-  Sign in at reception with your Photo ID, Keep your visitor lanyard on whilst on the school site read the reverse of the badge...
-  Avoid contact with children;
-  Be aware that verbal interaction with children may be interpreted by them as offensive or as harassment, even if this was not your intention;
-  Report any unacceptable behaviour from a child;
-  Be aware that contact made outside of the school environment as a result of you coming into contact with a child whilst you are on a school site, may have an impact on your employment;
-  Stay within the agreed work area and access routes and obtain permission if you need to go outside agreed areas;
-  Keep school staff informed of where you are and what you are doing;
-  Follow Kirkbie Kendal School policies and procedures and the Contractors Safety Information sheet.
-  Report any concerns to reception.
-  Return your visitor lanyard to reception and sign out.

Don't....

-  be in contact with children without supervision;
-  instigate verbal or physical contact with children (this applies both on and off site) unless it is appropriate and a part of an agreed reason for your visit;
-  respond to verbal or physical contact from children. If this occurs, or you have any other concerns about behaviour then report it immediately to your supervisor or a member of school staff;
-  give any personal information to any child, for example your name, address, telephone number or e-mail address, this includes access to your social networking site;
-  accept or respond to a child attempting to give you personal information, for example their name, address, telephone number, e-mail address or access to a social networking site;
-  accept physical or verbal abuse from a child. **DO NOT** respond yourself, but report it immediately to your supervisor or a member of school staff;
-  use any school facilities e.g. toilets, changing rooms etc. unless you have been previously authorised to do so;
-  use profane or inappropriate language or express prejudicial or extremist views;
-  use mobile phones or cameras to take or record images of children or others in school.