



## KINGSWOOD HOUSE SCHOOL

### SCHOOL VISITORS POLICY AND PROCEDURES

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#### Policy Statement

Kingswood House School assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is our responsibility to ensure that this duty is uncompromised at all times.

In performing this duty, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

All breaches of this policy must be reported to a member of the Leadership Team.

#### Aim

To safeguard all children under this school's responsibility, both during school hours and out of school hours' activities, which are arranged by the school.

The ultimate aim is to ensure that pupils at Kingswood House School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

#### Objectives

To have in place 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 child protection and safeguarding guidelines.

#### Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils 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 (County Advisors, Inspectors and Educational Psychologists)
- Building & Maintenance and all other Independent contractors visiting the school premises

## **Protocol and Procedures**

### **Visitors to the School**

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they have been approved by the Bursar and DBS checked). They must follow the procedure below.

- At all times, visitors must use the front door to gain access to the site and report directly to reception. 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 kept in reception at all times, making note of their name, organisation and who they are visiting.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- All visitors will be given a copy of our Safeguarding Information Booklet and will be asked to read it.
- 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 have been approved by the Bursar and DBS checked. Confirmation from the Bursar is required and all visitors **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors' book).
- Visiting speakers must also follow the Visiting Speakers Policy.
- All visitors must follow the procedures for COVID-19 current at the time of the visit.

## **Visitors Departure from School**

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

- Record their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- Exit the school premises via the front door.

## **Unknown or 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 visitor's book and be issued with an identity badge. 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 Teacher and Bursar (or a Senior Leadership Team member if neither is available) should be informed promptly.

The Head Teacher / Bursar or Senior Leadership Team 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 informed that if they fail to leave the school grounds police assistance will be called for.

## **Parents/carers**

As with all visitors, parents must only enter the school site via the front door and report to reception and sign in. All parents will be supervised by a member of staff unless they have completed recruitment checks for a volunteer position.

### **Drop off and pick up:**

All children are to be dropped off in the morning in the car park except for Lower Prep who may be dropped off at the front of the school in the semi-circle. A member of staff will be at the gates to welcome the children. Pick up is at the car park for all children at appointed times and is supervised by a member of staff. If a parent wishes to come into school at drop off or pick up, they must be escorted to the school office to sign in.

### **Breakfast and Late Club:**

All pupils for breakfast club are to be dropped at the front of the school where office staff will meet them. Late club pupils should be collected from the front of the school. Parents may ring the school to alert staff if they arrive early.

### **Events and meetings:**

If parents have been invited to events such as concerts, drama productions, assemblies, parent meetings during school hours, they must report to the front office sign in and wear a visitors' lanyard at all times. They will be escorted to the appointed place where they will be supervised by the staff organising the event. If the event is after 6pm, when there are no pupils on site, parents will be advised how to enter the school and where to report to.

**Fixtures:**

All parents/visitors attending fixtures on site must report to reception, sign in, wear a visitors' lanyard and be escorted to the pitch. Staff supervising the pupils must remain vigilant in their supervision duties, which also applies to off-site fixtures at Parsons Mead etc. Pupils are to be briefed before each off-site fixture to ensure they stay in the supervision of the allocated staff member and are formally released to a parent/carer if not returning to school.

**Sports Day:**

Parents who attend sports day must enter via the manned car park gate where an allocated staff member will request the pupil's name (which will be ticked off a control sheet) and given a sports day badge/lanyard. The allocated staff member manning the car park gate must ensure only parents/carers visiting sports day are allowed access via the car park gate. Instructions will be sent to parents prior to the event explaining access arrangements. Clear signage will be in place. Pupils will be supervised by staff on the field.

**House Days:**

Parental help during House Days will be welcome. All parents are asked to sign in at Reception, wear a visitor's lanyard and will be supervised by the House Staff in the playground during the lunch break.

**Kingswood House Association (KHA):**

Key members of the parents' association will be asked to complete recruitment checks as a volunteer to enable them to organise events within the school unsupervised. These key members will then be responsible for escorting other members of the parents' association who have not completed recruitment checks.

**Key events organised by the KHA:**

Second Hand Uniform – this will take place in the dining room from 3.30-4pm one afternoon a term. Parents must sign in, wear a lanyard and will be escorted to and from the dining room.

Fireworks – Clear instructions will be sent out prior to the event. Access will only be via the back gate which will be supervised by a member of the KHA. All parents must supervise their own children.

**Governors and Volunteers**

The School must check all governors and parent helpers DBS certification is current. Please note that Governors should sign in and out using the Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Bursar and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

**Staff Development**

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedure at all times.

**Linked policies**

This policy and procedure should be read in conjunction with other related school policies, including Child Protection and Safeguarding Policy, Healthy and Safety Policy, Fire Safety Policy and Visitors' Safety Procedures (Appendix).



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## Kingswood House School

### **VISITORS' SAFETY PROCEDURE**

**VISITORS** – As a visitor to our school it is important you comply with our Health & Safety Regulations. Please report to Reception to sign in and out of the building. You will need to clearly display your visitor's badge and be accompanied by a member of staff, or pupil, at all times.

**SAFETY OF THE CHILDREN** – The safety of our pupils is imperative. Mobile phones are not to be used whilst in the school premises or grounds, unless a member of the Senior Leadership Team authorises you to do so. If you see or hear anything of concern, please report it to the Designated Safeguarding Lead (DSL), Mr Liam Clarke, or one of the Deputy DSLs.

**NO SMOKING** – Smoking is not allowed anywhere in the school.

**HOT DRINKS** – Hot drinks can only be carried around the school in a container with a secure lid.

**FIRE/EMERGENCY** - In the event of a fire alarm sounding (continuous bell) please exit the building by the nearest Fire Exit and report to the office staff at the assembly point (astro pitch at the rear of the school).

**LOCKDOWN** - In the event a lockdown, which will be announced via the telephone tannoy and an alarm sounding (intermittent air horns), please remain in the classroom or office you are in and follow the instructions of the member of staff.

**FIRST AID** - Should you feel unwell or suffer an accident whilst on school premises your host will contact the School Office and arrange suitable treatment.