



**Brentford School for Girls**

## **External Visitors Policy**

Date: July 2018

Date of Review: July 2019

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## **1 Introduction**

Visitors are welcome to Brentford School for Girls and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its students is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

## **2 Policy Responsibility**

The School Business Manager/Acting Deputy Headteacher i/c Student Support and Progression and are the members of staff responsible for implementation, coordination and review of this policy.

## **3 Aim**

To safeguard all students under our responsibility when at school, arranged activities under our direction out of school and after school. The aim is to ensure Brentford School for Girls students are able to learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

## **4 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 safeguarding children guidelines as set by the DFE/OFSTED.

## **5 Where and to whom the policy applies**

The school is deemed to have control and responsibility for its students anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching 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, etc.)
- All governors of the school
- All parents
- All students
- Education personnel (Local Authority Advisors, Inspectors)
- Building & Maintenance Contractors
- All volunteers to the school

## **6 External Visitors to Brentford School for Girls**

Staff are required to be familiar with DFE guidance on Safeguarding Children. This policy applies to all visitors invited to the school by a member of staff.

## **7 Protocol and Procedures**

### **7.1 Visitors Invited to the School**

**7.1a)** Before any visitor is invited to the school, the Acting Deputy Headteacher i/c of Student Support and Progression should be informed using the visitor risk assessment form (appendix 2), with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Acting Deputy Headteacher i/c of Student Support and Progression before a visitor is asked to come into school. They will advise of the level of supervision and pre visit checks required.

Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). Headteachers and principals should use their professional judgment about the need to escort or supervise visitors.

Visitor Risk Assessment Forms are not required for: –

- a) Maintenance contractors who will primarily be engaged to work during out of term time/ school hours. They must be met by the Site Manager or Site Staff. The Site Manager will undertake a risk assessment. Where possible all maintenance contractors should hold current enhanced DBS.(which includes barred list information ) where they are engaging in regulated activity.
- b) All contractors carrying out emergency work during term time will be accompanied by site staff at all times unless the school has evidence that the appropriate safeguarding checks have been carried out. The Site Manager will undertake a risk assessment. Where possible all maintenance contractors should hold current enhanced DBS (which includes barred list information)
- c) Parents visiting staff will be met in the main building and will not be left unsupervised.
- d) Local authority staff

Please refer to appendix 2 for guidelines

**7.1b)** When inviting visitors to the school they should be asked to bring formal identification (as requested by the Acting Deputy Headteacher i/c of Student Support and Progression in the Risk Assessment) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to reception first – they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification (Local authority staff should have their ID badge.)

- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times.
- All visitors will be required to wear an identification badge and read the information about emergency evacuations procedures and protocol (Red lanyards for visitors needing full supervision, green for those who do not need to be supervised). Visitors will also be asked to read through the safeguarding leaflet for visitors.
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.
- In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the visitor assembly point on the school redgra.

**7.1c)** On departing the school, visitors should leave via reception and:

- Enter their departure time in the visitors record book alongside their arrival entry
- Return the identification badge to reception
- The point of contact should escort the visitor to the car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

#### Alternative Provision

When a pupil is with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil, and should be satisfied that the provider meets the needs of the pupil. BSfG will obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the school would otherwise perform in respect of its own staff.

## 7.2 Volunteers

7.2a) Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

7.2b) Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one off basis in schools and colleges will be regulated activity. The school should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, schools may conduct a repeat DBS check (which should include barred list information) on any such volunteers should they have concerns.

There are certain circumstances where BSfG may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK. Employers are not legally permitted to request barred list on information on a supervised volunteer as they are not considered to be engaged in regulated activity.

BSfG will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- The nature of the work with children;
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where refereed can advise on suitability;
- Whether the role is eligible for enhanced DBS check; and details of the risk assessment should be recorded

### **7.3 External agencies to support Learning and Teaching**

Please see appendix 3 for the policy on the use of external agencies to support Learning and Teaching

All visitors from external agencies must comply with section 7.1 of this policy

### **7.4 Unknown/Uninvited Visitors to the School**

a) 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

b) They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The above procedures in 7.1 then apply.

c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Leadership Team should be informed promptly.

d) The Leadership Team will decide if it is necessary to inform the police.

e) 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. The Leadership Team will decide what further action to take that may include seeking legal advice or police contact .

### **7.5 Governors**

a) All Governors must comply with DBS procedures, completing a DBS disclosure form (if not already held).

b) The School must check all Governors DBS certification is in date at the beginning of the academic school year. Thereafter, procedures as per 7.1 should apply. Please note that Governors should sign in and out using the signing In book.

c) 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 Headteacher or Chair of Governors.

## **8 Staff Development**

As part of their Induction, new staff will be made aware of this policy for External Visitors and asked to ensure compliance with its procedures at all times. The Assistant Headteacher (Teaching & Learning /CPD) will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others.

## **9 Linked policies**

This policy should be read in conjunction with other related school policies: including:

- Child Protection Policy
- Healthy and Safety Policy
- Safer recruitment policy
- Anti-Radicalisation & Anti-extremism policy
- E-Safety Policy

## **10 Dissemination**

This policy is publicised to all in the school community through:

School Website and in the shared drive with all other policies.

## **11 Monitoring and Evaluation**

The suitability and impact of all visitors invited into school to work with the children will be assessed at the end of each visit and a decision made as to further involvement.



Appendix 1

Visitors Letter

To whom it may concern

RE: External Visitors Policy

Thank you for volunteering to visit our school, I do hope that you will feel welcome.

As part of our safeguarding procedures in School, we run a very secure 'External Visitor's Policy'. A requirement of this is that all visitors who arrive on site have a current DBS clearance. If a visitor does not hold a DBS, then we will run a list 99 check.

To ensure this procedure is followed, we will ask for some personal information in order to complete the relevant checks. Please be rest assured that this information will be kept private and confidential.

Our most recent Ofsted report commended us on our safeguarding procedures and it is essential that we complete these checks. Therefore, I would be grateful if you could complete the attached form.

If you do hold a current DBS, please bring this with you when you sign in at Reception, as they will take a copy of this for our records.

Thank you in advance for completing our external visitor's paperwork in preparation for visiting our school. If you have any questions, then please do not hesitate to contact me on 020 8847 4281, extension 2600 or by email at [kcoleman@brentford.hounslow.sch.uk](mailto:kcoleman@brentford.hounslow.sch.uk).

Many thanks in advance for your support.

Yours sincerely

Miss K Coleman  
Acting Deputy Headteacher



# External Visitor's Policy

## Appendix 2: Guidelines for External Visitors/Parents Meeting Staff

### Appendix 2 – Guidelines to Staff for external visitors/Parents meeting staff

- Sign in at main reception and given pass with lanyard.
- Collected and supervised by a member of staff.
- Returned to reception by member of staff at end of meeting to sign out and return pass.

### Local Authority Staff including Property Service Contractors

- Sign in at reception and given pass (green lanyard required if DBS details received).
- Local authority ID checked.
- Return to reception to sign out.
- Peripatetic music teachers to sign in and out at reception with green lanyard if DBS recorded in school.

### Contractors

- Sign in at reception and given a pass with lanyard – DBS details to ascertain RED/GREEN lanyard.
- If not DBS cleared will need to be supervised by Site Management – RED lanyard.
- To be returned to reception by Site Management to be signed out.

### Other Visitors / People on site that are not covered by the above and engaged in regulated activity

- Staff to complete a Risk Assessment Form at least 1 week before proposed visit.
- Acting Deputy Headteacher /HR Co-ordinator will assess risk and decide requirements.
- A copy of the completed risk assessment, outlining required, to be returned to member of staff and copy to reception.
- Red visitor lanyards will be given to visitors that have not been satisfactorily DBS checked and / or risk assessed to need full supervision. Staff to challenge a visitor on their own with red lanyard.
- Green visitor lanyards will be given to visitors that have been satisfactory DBS and risked assessed to require supervision.
- Please note if being given unsupervised access to students in regulated activity a DBS check is needed. If there is not one in place this can take up to 6 – 8 weeks to obtain.

**Please advise reception in advance of all expected visitors/contractors and inform them of how to contact you when they arrive. A visitor's form should be completed prior to the visitor arriving, so that the relevant checks can take place.**



# External Visitor's Policy

## Appendix 3: Risk Assessment for visitors to school

### Appendix 3 – Risk Assessment for Visitors to School

Please complete at least a week before the visit and give to Headteacher's PA

Full Name of Visitor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address : \_\_\_\_\_

Any other addresses in the last 5 years: \_\_\_\_\_

Department Visiting: \_\_\_\_\_

Member of staff visiting: \_\_\_\_\_

Date and time of visit: Date: \_\_\_\_\_ time \_\_\_\_\_

Purpose of visit: \_\_\_\_\_

If you do not hold a current DBS then we will need to complete a list 99 check.

a) Unsupervised access to students (please give details) \_\_\_\_\_

b) Details of any supervision: \_\_\_\_\_

### HR Co-ordinator Assessment – requirements tick if required date completed

DBS

List 99

Photo ID

Address ID

Evidence of Qualification

Level of supervision required : Green  Red

Lanyard colour: Green  Red

Acting Deputy Headteacher's comments: \_\_\_\_\_

Acting Deputy

Headteacher's signature: \_\_\_\_\_ Dated: \_\_\_\_\_

