



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust

# Visitor Policy

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## **Statement of intent**

This policy is designed to outline the procedures 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**

1.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE (2020) 'Keeping children safe in education'
- Childcare Act 2006
- Education Act 1996

## **2. Authorisation**

- 2.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office.
- 2.2. 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.
- 2.3. The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.
- 2.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Headteacher's authorisation.
- 2.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.
- 2.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in section 4.

## **3. Safeguarding**

- 3.1. The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.

- 3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
  - Regularly providing advice or guidance on physical, emotional or educational wellbeing.
  - Regularly driving a vehicle only for children.
  - Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
  - All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
  - All health care for children provided by, or under the direction or supervision of, a regulated health care professional.
- 3.3. DBS checks will be undertaken as required.
- 3.4. The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- 3.5. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- 3.6. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

#### **4. Visiting procedures**

- 4.1. All visitors to the school, including parents, will comply with the following procedure:
- Immediately report to the school reception area on arrival
  - Provide their details to the school office staff, including:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
    - Expected length of visit
  - Sign-in using the visitors' book
  - Display ID badges provided at all times while on school property
  - Sign-out using the visitors' book upon departure
  - Return ID badges to the school office before departure
- 4.2. Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.
- 4.3. Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 4.4. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

## **5. Exceptions**

- 5.1. Visits to the school by contractors are governed by our Contractors Policy.
- 5.2. Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in section 4.
- 5.3. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

## **6. Unidentified individuals**

- 6.1. 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.
- 6.2. Any such visitors will be directed to the school office where they can sign-in.
- 6.3. If a visitor cannot be identified, the headteacher will be informed immediately.
- 6.4. 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.

## **7. Visitor conduct**

- 7.1. 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.
- 7.2. The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 7.3. 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.
- 7.4. In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the Academy Trust for the individual in question.

# Visitors to the School Site During the Coronavirus (COVID-19) Pandemic

## Statement of intent

(Insert school name) is committed to ensuring the health and safety and wellbeing of all of our staff members, pupils and visitors during the current pandemic. To fulfil our day-to-day roles, visitors need to come into the school which is why we have implemented the practices and procedures outlined in this appendix.

### 1. Legal framework

- 1.1. This appendix has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - DfE (2020) 'Guidance for full opening: schools'
  - DfE (2020) 'Keeping children safe in education'

### 2. Before visiting the school

- 2.1. Where possible, visitors will be kept to a minimum to mitigate the risk of coronavirus spreading.
- 2.2. Where possible, people will give the school two weeks' notice before visiting the school. People will request visitation rights by contacting the school office.
- 2.3. When requesting a visit to the school, people must state when they want to visit the school, for how long, and their purpose for visiting.
- 2.4. For testing and tracing purposes, visitors will be required to give their names and a contact number before visiting the school site.
- 2.5. Anyone who does not want to submit their details or outline a reason for visiting the school will be denied access to the school grounds.
- 2.6. The headteacher will review all visitation requests and reserves the right to reject requests if there is no legitimate reason to visit the school.
- 2.7. Official bodies, e.g. Ofsted and the police, will not have to request a visit to the school; however, they will be required to submit their contact details for testing and tracing purposes.
- 2.8. When they come on to the school grounds, visitors will be asked to sign a form declaring they are in good health and that they have not been exposed to coronavirus, and to acknowledge that they have read and will adhere to the relevant documents.
- 2.9. If the visitor discloses that they have been exposed to, or are suffering from the symptoms of, coronavirus they will be asked to leave the school site immediately and the visit will be rearranged for a later date once the visitor has self-isolated.
- 2.10. The school will keep a record of visitors to the premises.

### **3. Infection control**

- 3.1. Visitors will adhere to the school's Infection Control Policy at all times.
- 3.2. Visitors will wear face coverings in communal areas of the school and where social distancing is difficult to maintain.
- 3.3. Visitors will clean their hands before and after touching face coverings, including when putting them on and taking them off. Visitors will keep their face masks in a plastic, sealed bag between uses.
- 3.4. Posters will be displayed around the school to remind visitors to practice good hand and respiratory hygiene.
- 3.5. Visitors will not enter the site if they are displaying symptoms of coronavirus – they will inform the headteacher of this as soon as possible via telephone.
- 3.6. Where required, visitors will be designated their own toilets, washing areas and rest areas to minimise social mixing – these areas will be disinfected before and after use.
- 3.7. All toilets, infection control areas and areas designated for visitor use will have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins.
- 3.8. In the event there are multiple groups of visitors on the school grounds at the same time, the headteacher and health and safety officer will ensure all parties can remain separate and properly adhere to infection control measures.
- 3.9. Visitors who become unwell with coronavirus symptoms will be sent home immediately.
- 3.10. In the event a visitor who is displaying symptoms cannot go home immediately, they will be asked to self-isolate in a designated area of the school, and will go home as soon as possible.
- 3.11. Areas that have been occupied by symptomatic visitors, including toilets, will be cleaned and disinfected as soon as possible.
- 3.12. Visitors who have delivered close contact care to pupils showing symptoms of coronavirus will be encouraged to get tested.
- 3.13. Once tested, the visitor will notify the school of their results for the purposes of testing and tracing procedures.

### **4. Social distancing**

- 4.1. Visitors will adhere to the Social Distancing at all times.
- 4.2. Where possible, contact time between visitors and staff members/pupils will be kept to a minimum.
- 4.3. The headteacher will ensure stringent social distancing measures are in place to protect clinically vulnerable individuals.
- 4.4. Where possible, meetings will be undertaken remotely to minimise the number of visitors on the school site.

## 5. Monitoring and review

- 5.1. This appendix will be reviewed by the headteacher in response to any new government advice.
- 5.2. Updates to this policy will be communicated to all staff members by the headteacher.
- 5.3. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.

### Visitor Self-declaration Form

It is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the school reception prior to entering the school site, agreeing to follow our school procedures put in place to keep themselves, our pupils and staff safe.

**Please note:** if you do not agree to the school's procedures, you are not permitted to enter the school site. Visits may need to be rearranged in this case.

#### Declaration

I agree to:

- Follow the school's safeguarding procedures
- Follow the school's conduct procedures
- Follow the school's procedures regarding the use of technology and social media on-site
- Follow the school's procedures regarding confidentiality
- Follow the school's visiting procedures
- To follow the school's coronavirus (COVID-19) procedures

<b>Name:</b>	
<b>Contact number:</b>	
<b>Company (if applicable):</b>	
<b>Reason for visit:</b>	
<b>Signed:</b>	
<b>Date:</b>	