

# Visitors Policy

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**Formby High School**  
*Determined To Achieve*

# Formby High School Visitors Policy

## Policy Statement

Visitors are welcome to Formby High School; they are a vital part of the school's daily operations and often make important contributions to the life and work of the school. It is the responsibility of Formby High School to ensure that the security of our students and staff is not compromised at any time and to ensure that all visitors comply with the guidelines in this policy.

The policy applies to **all** visitors to Formby High School anywhere on the school site, during normal school hours, during extra-curricular activities and on supervised off-site activities. The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors to the school during normal school hours, during extra-curricular activities and supervised off-site activities
- All Governors
- All parents
- All students
- All education personnel from external authorities and agencies
- All building and maintenance contractors

## Policy Aim

Formby High School aims to extend a warm welcome to all visitors to our school. Our priority is to safeguard all students when at school and involved in activities under our direction (including those which take place out of school and after school). We want to ensure students are able to learn and enjoy extra-curricular opportunities in an environment safe from harm.

## Links to Other Documents

- Child Protection Policy
- Health and Safety Policy
- Safeguarding Policy
- Department for Education publication 'Keeping Children Safe in Education' (September 2021)
- Managing Inappropriate Behaviour by Parents or Visitors

## Lanyard Identification System

The school uses a 'traffic lighting' system with lanyard identification which makes it easy for our students to understand the 'status' of all adults on site:

- **Green** – staff who are fully DBS checked and cleared by the school plus trainee teachers.
- **Amber** – regular visitors to the school who have undergone a DBS check and who do not require supervision (for example, Governors).
- **Red** – occasional visitors to the school who must be accompanied by an authorised adult at all times and do not have unsupervised access to students (for example, contractors and parents).
- **Sixth Form** – students in Sixth Form are required to wear a black 'Sixth Form' lanyard at all times.

**Any adult who is on the school property without any form of Formby High School lanyard identification must be challenged and asked to report immediately to the Main Reception.**

**Any adult on a red lanyard who is not accompanied on site should be intercepted and**

accompanied to the Main Reception.

## Roles and Responsibilities

### The Governing Body will:

- Ensure that the school is meeting its safeguarding obligations through having a clear protocol and procedure in place for the admittance of external visitors to the school which is understood by all staff, Governors, visitors and parents.
- Regularly review this policy with the Senior Leadership Team to ensure that it is effective, consistent and applicable to the working operations of the school.

### The Headteacher will:

- Manage the implementation, coordination and review of this policy in school.
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- Be responsible for making discretionary judgements where a query on Disclosure and Barring Service (DBS) status exists.
- Ensure the policy is clearly communicated to all employees of Formby High School.

### The Reception staff will:

- Ensure that all visitors receive a warm welcome to our school.
- Ensure that the protocol and procedures contained in this policy are consistently applied when receiving visitors.
- Populate the Inventory system with information on regular visitors who will be given an amber lanyard.
- Ensure all visitors are signed in on the Inventory system and assigned a relevant form of visitor identification.
- Ensure that visitors are aware of the protocol in the event of a fire alarm.
- Ensure that visitors wearing red lanyards are collected from the reception by the person whom they are visiting or another assigned member of staff.

### The Designated Safeguarding Lead (DSL) will:

- Regularly review the Single Central Record in conjunction with the Human Resources (HR) Department and safeguarding recommendations to ensure it continues to comply with all relevant statutory requirements.
- Provide guidance and training to the reception staff regarding visitors
- Be the first point of contact for any safeguarding concerns raised regarding external visitors to the school.
- If the DSL is unavailable, concerns should be raised with the Deputy Safeguarding Leads or the Headteacher.

### The Human Resources (HR) Department will:

- Maintain a Single Central Record which is fully compliant with all relevant statutory requirements, data protection and safeguarding guidance.
- Be responsible for processing the DBS disclosures where appropriate.
- Ensure that all staff and Governors are DBS checked in line with the school's Safeguarding Policy.
- Liaise with relevant partner agencies to coordinate DBS information for regular visitors.

### All Staff will:

- Wear their staff lanyard at all times.

- Ensure any visitors they are inviting to come to the school are aware of our visitor procedures and parking requirements.
- Ensure visitors who have been issued a red lanyard are not unaccompanied at any time during their visit.
- Challenge any adult on site who is not wearing a Formby High School lanyard identification or approved visitor badge of any kind.
- Encourage students to be courteous to all visitors and to understand the relevant safeguarding rules with visitors on site.
- Report any safeguarding concerns regarding a visitor to the Designated Safeguarding Lead or Headteacher.

#### **All Students will:**

- Be polite and courteous to all visitors.
- Not enter into conversations with visitors wearing red lanyards (especially in the unlikely event that they are unaccompanied).
- Report sighting of any adults without Formby High School lanyards to the nearest member of staff as soon as possible.
- Not open external doors to let visitors into the building unless they are wearing an amber lanyard.
- Not open the school gate to visitors.

#### **All Visitors will:**

- Familiarise themselves with this policy on their first visit to the school.
- Respect the protocols and procedures outlined in this policy.
- Adhere to speed limits while driving on the school grounds and park in a designated parking bay.
- Enter the school only via the Main Reception on arrival and sign in using the Inventory system.
- Be ready to provide applicable official photo identification on request (driving licence, passport).
- Be responsible for ensuring that any update to DBS information is provided to the school to update our Single Central Record.
- Wear the appropriate Formby High School lanyard ID at all times on site.
- Be accompanied at all times when on site if provided with a red lanyard and must never be alone with students.
- Sign out at Main Reception on departure.

## **Practices and Procedures**

### **All Visitors**

- Parking space is limited in school. Where possible, visitors should park in the spaces available before the school security gates or alternatively on Freshfield Road.
- Visitors must respect the 5mph speed limit at all times when driving on site and drive with due caution.
- Visitors park at their own risk and the school accepts no liability for damage/theft of vehicle or contents.
- On arrival at school, all visitors must enter via the Main Reception only where they will sign in using the Inventory system and be given the appropriate lanyard by reception staff. They will also be informed of what to expect in the event of a fire alarm.
- On completion of their meeting, all visitors must return to the Main Reception to sign out and return their lanyard identification before leaving.

### **Supervised Visitors (Red Lanyard)**

- Supervised visitors who do not require unsupervised access to students will be issued with a red lanyard identification on arrival.
- DBS clearance is not required for visitors who do not require unsupervised access to students.
- Red lanyard holders must be supervised at all times by an authorised person and must never be left alone with students.
- Visitors on red lanyards must be collected from and returned to the Main Reception before/after the meeting to sign in/out.
- Visitors on red lanyards should not enter into conversations with students without another authorised adult present.

Examples of visitors on red lanyards would be parents, occasional volunteers or workers, occasional visitors and contractors.

### Unsupervised Visitors (Amber Lanyard)

- Before being issued with an amber lanyard, visitors must have completed the necessary DBS checks and have their details entered onto the InVentry system. In order for this to happen they will have to present the following in advance of arrival:
  - Current DBS disclosure document (original)
  - Official Photo Identification (passport, photo driving licence)
  - Original clearance letter from approved partner agencies
- If the DBS clearance contains any disclosures, it is at the final discretion of the Headteacher whether to authorise or refuse unsupervised access to students. The Headteacher may wish to speak with the visitor to seek clarification of information contained on the DBS clearance. The decision of the Headteacher is final.
- Visitors on amber lanyards who visit the school on a regular basis will be included on the school's InVentry system. It is the responsibility of the visitor to ensure any changes to DBS information are provided to the school immediately to update records.
- Visitors on amber lanyards who attend the school as part of a long-standing relationship may be required to undergo Health and Safety and Safeguarding training by the school.
- Visitors providing professional services to school (for example, sports coaches) will have undergone the necessary safeguarding checks (carried out either by the organisation they represent or the school) in advance of visiting school.
- If a visitor's details have not been entered onto the InVentry system, the receptionist will contact the HR department to determine whether the visitor has been given clearance to wear an amber lanyard.
- Where the requirements set out above are not satisfied, a visitor may not be permitted to visit site or may be issued with a red lanyard and supervised by a member of staff whilst in school.

Examples of visitors on amber lanyards would be Governors, Local Authority/Agency partners, Contractor Supervisors, regular volunteers, etc.

### Visitors for Sports Fixtures

The school accepts visitors to attend sports fixtures after school and will accept visitors to fixtures which take place during school hours by invitation of the lead teacher for the sports activity. All visitors to fixtures **MUST** report to the Main Reception to be issued with a sports fixture visitor badge before entering the sports area/fields. Visitors will be escorted to and from the sports venue by designated Sports Leaders.

During school hours, visiting teams must be signed in by their lead teacher, providing an accurate head count of students brought with them, and they must sign out on departure. In the event of fire evacuation or emergency, these students should muster in front of the bike sheds at the front of the Main Reception with their accompanying staff member.

## Site Security

The school has security gates operating at the entrance to the campus for drivers and pedestrians. All persons entering the campus must enter via these routes and use the intercom on the gate to contact Main Reception to be granted access.

CCTV operates in various locations throughout the campus. Please refer to the CCTV Policy for further information.

Any adult who is not wearing a Formby High School lanyard will be challenged and asked to report to the Main Reception to be processed accordingly.

Any visitor who becomes aggressive or abusive will be asked to leave the campus immediately by a member of the Senior Leadership Team and provided with warning that failure to leave will result in police involvement.

## Emergency Evacuation (Fire Alarm)

If there is a planned fire drill during a visit, visitors will be informed by the staff contact they are visiting. In the event of the alarm sounding (planned or unplanned), visitors must exit the building with the person they are visiting via the nearest point and proceed to the area directly in front of the bike sheds (at the front of the Main Reception) to be accounted for by the Reception Staff using the Visitor Log.

## Extended School and Off-Site Arrangements

The procedures outlined in this policy also applies to before school and after school arrangements directed by the school. If other organisations provide services or activities on our site, we will check that they have appropriate procedures in place, including safer recruitment procedures.

Outside of school hours, fire evacuation will be managed by the caretaker on duty. The lead person for each club/letting is responsible for mustering and accounting for their own participants.