



# Visitor Policy

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## 1 Purpose

The purpose of this policy is to ensure the safety and security of students, staff, and visitors at Worthing High School. This policy outlines the procedures for managing visitors to the school.

Visitors<sup>1</sup> are welcome to Worthing High School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its students is not compromised at any time.

As a school we are responsible for the safeguarding of all students both during school time and in extra-curricular activities which are arranged by the school. We ensure that students of Worthing High School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm from external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child safeguarding guidelines.

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

The school is also responsible to the whole school community for ensuring that visitors comply with the guidelines. The "Prevent" statutory Guidance ("The prevent Duty: Departmental Advice for schools and childcare providers, DFE June 2015 – Updated September 2015") requires the school to have clear protocols for ensuring visiting speakers whether invited by staff or students, are suitable and appropriately supervised.

### 1.1 Definition of Visitors

Visitors include parents, guardians, volunteers, contractors, and any other individuals who are not regular staff or students of the school.

This policy does not apply to persons or organisations formally renting or hiring our facilities<sup>2</sup> or receiving a direct payment for their services from parents/carers/students.

## 2 General Guidelines

- All visitors must report to the main office upon arrival.
- Visitors must sign in and out using the Inventory sign in system.
- Visitors will be issued a visitor badge, which must be worn at all times while on school premises.
- Visitors must adhere to all school policies and procedures.

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<sup>1</sup> All visitors to Worthing High including: visiting speakers, school nurse, health visitors, coaches running in-school sessions, volunteers, peripatetic teachers and general visitors who will have contact with our students through the delivery of their services

<sup>2</sup> See WHS Lettings Policy for more information



### 3 Scheduled Visits

- Parents and guardians are encouraged to schedule appointments in advance for meetings with teachers or administrators.
- Volunteers must coordinate their visits with the relevant staff member and complete any required background checks
- Where the visitor is engaging in regulated activity on site, they must be entered onto the school Single Central Record (SCR) and provide evidence of enhanced DBS clearance and photographic ID

#### 3.1 Visitors invited into school to help support curriculum delivery/extra curricular events

Permission should be granted before any visitor is asked to come into school. The Head of School and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Research must be done to ensure the person/organisation has not demonstrated extreme views/actions. Appropriate checks must be done on the suitability of the person/organisation, which may include: contacting the umbrella organisation that they belong to, internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible staff should consider inviting speakers/volunteers from established companies/charities or groups whose aims are well documented and known to the school.

- All visitors must initially report to main reception, they must not enter the school via any other entrance.
- All visitors, seeking to enter the school, must show photographic ID.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors will be asked to sign in.
- All visitors must read and sign the Visiting Speakers Agreement. (Appendix 1).<sup>3</sup>
- All visitors will be required to wear a visitor's badge.
- Visitors will be escorted to the 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.
- At no point should a visitor be left on their own with students unless they are in a "regulated role" and have DBS clearance<sup>4</sup>, permission from the school and are entered on to the Single Central Record (SCR).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point.
- On leaving the school, visitors should leave via main reception, sign out and return their badge to reception.

#### 3.2 Visitors whose purpose is to work with students in some capacity:

Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one to one basis.

- Staff should ensure all normal visitor requirements are followed (section 2 above).

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<sup>3</sup> Regular Visitors to the school will be asked to sign the Agreement annually

<sup>4</sup>Disclosure and Barring Service Enhanced clearance



- Any visitor who is not DBS checked must not be left alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or visitors being escorted by students around the building.
- If a visitor has a WHS DBS clearance or a 3<sup>rd</sup> party DBS clearance that has been accepted by the school, they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed in advance. However, visitors who are being left unsupervised must have completed a formal induction programme to include Safeguarding, Health and Safety, Emergency Evacuation and any other relevant training before being permitted to deliver their session(s).
- Regular visitors to the school must have DBS clearance, have provided photographic ID and be entered on the Single Central Register.
- Visitors who will be delivering sport coaching are required to have a level 2 coaching qualification in their sporting area.
- Any visitor working with our students must comply with the requirements of this policy.

After any presentation/delivery of curriculum support, an evaluation form should be completed by the Lead Staff Member, which includes a note of any contentious material/comments and state whether the speaker can be used again.

### **3.3 Use of External Organisations**

At Worthing High School we encourage the use of external organisations to enrich the experiences of our students, however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils. This is to ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos.

All visitors must read and sign the Visiting Speakers Agreement. (Appendix 1).

Our school will assess the suitability and effectiveness of input from external organisations or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students

We recognise, however, that the ethos of our school is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this.

### **3.4 Non staff Governors**

- All non-staff governors must have DBS clearance.
- Governors should wear their ID Lanyard at all times.



- Governors should sign in and out at main reception.
- New governors will be made aware of the procedure as part of their induction.

#### **4 Unknown/uninvited Visitors to the School**

- Any visitor to the school site who is not wearing an identity badge **MUST** be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted by a member of staff to main reception to sign in and be issued with an identity badge.
- In the event that the visitor refuses to comply, they will be asked to leave the site immediately and the Head of School and/or members of the Senior Leadership Team should be informed immediately.
- The Head of School and/or members of the Senior Leadership Team 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 warned that if they fail to leave the school grounds, police assistance will be called for.

#### **5 Unscheduled Visits**

- Unscheduled visits are discouraged but will be accommodated when possible.

#### **6 Restricted Areas**

- Visitors are not permitted in classrooms, playgrounds, or other student areas without prior approval.
- Access to certain areas may be restricted during school hours to ensure the safety and privacy of students.

#### **7 Conduct**

- Visitors are expected to conduct themselves in a respectful and professional manner.
- Any disruptive behaviour may result in the visitor being asked to leave the premises.

#### **8 Emergency Procedures**

- In the event of an emergency, visitors must follow the school's emergency procedures and the instructions of school staff.
- Visitors should familiarize themselves with the school's emergency exits and assembly points.

#### **9 Confidentiality**

- Visitors must respect the confidentiality of students and staff.
- Any information obtained during a visit must not be shared outside the school.

#### **10 Compliance**

Failure to comply with this policy may result in the visitor being denied future access to the school.



## 11 Appendix 1: Worthing High School Visitor Agreement

At Worthing High School we understand the importance of visitors to enrich the experiences of our students. In order to safeguard our children we expect all visitors to read and adhere to the statements below:

- Any messages communicated to students support fundamental British Values and our school values, including schools commitment to equality.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students
- Speakers should not seek to raise funds through their visit without the prior permission of the Head of School.
- Visitors will also be accompanied by a member of staff at all times unless alternative arrangements have been agreed formally by the school.

I confirm I have read the attached policy and understand the content and expectations of my conduct.

Signed .....

Name .....

Organisation .....

Date .....