School Visitors Policy-All Schools

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Agreed By:	The Seva Governing Body
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Introduction

Visitors are welcome to Seva Special Schools & College and contribute to the life and work of our settings in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is Seva Education's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. Seva Education is equally responsible to the whole school community for ensuring that visitors comply with the guidelines which ensure safe practices.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Seva Special Schools can learn and enjoy extra-curricular experiences, in an environment where they are safe and secure.

In this policy we have a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, Governors, visitors and parents/carers, and conforms to child protection guidelines and best practice.

Seva Education is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This 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 after school activities (including peripatetic tutors, sport coaches, those supporting topic/vocational related visitors e.g. business people, authors, artists, etc.).
- All Governors of the school
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Ofsted Inspectors, consultants)
- Building and Maintenance Contractors, staff delivering

items, etc

This policy applies to all visitors invited to Seva Education and needs to be read in conjunction with the latest copy of Keeping Children Safe in Education.

Visitors Invited to Seva Education

Where possible, permission should be granted by the Executive Headteacher or senior staff before any visitor is asked to come into the school.

- All visitors must attend main reception on arrival and must not enter via any other entrance.
- At the reception, all visitors must state the purpose of their visit and who has invited them and show their identification.
- Visitors will be presented with a safeguarding leaflet and be provided with an explanation about any evacuation procedures they will need to adhere to.

Visitors should be ready to show formal identification and DBS information where appropriate.

- All visitors will be introduced to the Office Team and asked to sign in
- The Office Team will issue each visitor with a visitors' badge. They will be told information about the procedures to follow in the event of a fire alarm/drill and if they feel unwell. Our leaflet also has information regarding safeguarding and the responsibilities of visitors- visitors are asked to read this.
- The Office Team will show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored if necessary.
- 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 school contact will then be responsible for them whilst they are on site.
- At no point should a visitor be left on their own with pupils (if the visitor is meeting a member of staff to support a lesson, see below). The only possible exception to this is during inspection or review with visitors with full DBS clearance and as a legitimate part of school review (see below).
- On departing the school, visitors should leave via the School Office, sign out of the visitors system and return their visitors badge.

Visitors whose purpose is to work with pupils in some capacity:

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff) to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one to one basis (eg Children's services or health professionals).
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.
  If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff, with permission from a senior leader. At times this may be teaching a class or a one to one or group interview. This must be agreed in advance with the relevant supervising member of staff.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speaker's agreement.

Use of external agencies and speakers

At Seva Education we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet those external agencies, individuals and speakers who we engage with to provide such learning opportunities or experiences for our pupils safety and in line with our policies.

The Senior Leadership Team are in charge of coordinating the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure the school will not use agencies and members of the wider community which we consider do not comply with the safe practice of the Prevent Strategy.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation/activity before the event and the visiting speaker must also read and agree to adhere to the school's Visiting Speakers Agreement' (see appendix 1).

All information about the visiting speaker and the booking process, where appropriate, will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 2).

After the presentation a post event senior leader discussion will take place, noting any contentious or problematic subject areas and state whether the speaker should be booked again in the future.

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

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are 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 underpinned by our agreed values. In order to support our values and understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage in informed debate, we may use approved external agencies or speakers to develop perspectives in compliance with our British Values curriculum. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

Visiting speakers who deviate from what was agreed will be asked to leave the premises if any non-agreed content is deemed unsuitable.

Seva Education – South Harrow Door and Visitor Procedure

1. Visitor uses car or pedestrian call point at the end of the drive and informs the office of who they are and who they are due to visit. If the visitor is not booked for any meetings, then further checks must be done before admittance to the school site.
2. Visitor enters the site either by foot or by car.
3. Visitor presents themselves to the school office using the intercom to alert office staff.
4. Admin staff complete DBS/identity checks if necessary, visitor signs in using the Inventry system followed by issuing a visitor pass.
5. Admin staff escort visitor to either the member of staff that they are meeting with or ask them to wait in the reception area if they need to find the staff member.
6. Admin staff will check the name and designation of any visitors who have not used the call point at the end of the drive as they may have entered the gate after it has been left open by staff or visitors.
7. Admin staff to keep a check on other visitors to the Welldon site or persons leaving and entering the caretaker's house. Staff to report anything unusual to a DSL.
8. Visitors leaving the site should be escorted to the reception area, asked to sign out and then hand in their visitors pass. They can then be let out of the building and directed to the car park or down the path.

Staff are to be aware that extra vigilance may be needed at 8.30am, 11.30am and 3.30pm when Welldon parents and carers are dropping off or collecting children from their school. School staff also need to be vigilant when entering or leaving the site that potentially unwanted visitors do not enter the school site by 'tagging on' to others entering the site.

9. The school will share a visitor bookings timetable with the Welldon Infant site so that both schools are made as aware as possible of potential visitors who may be entering the school site.

Seva Education – Central Harrow Door and Visitor Procedure

Entry Request

1.All visitors must use the Ring doorbell located on the right hand side of the black side gate, at the left of the main building.

2.The visitor must state their name, organisation, and the purpose of their visit and who they are meeting.

3.Security Check: If the visitor does not have a pre-booked appointment, office staff must conduct further verification checks before granting access to the school site.

Site Access

4.Once cleared, the visitor enters the site on foot via the side gate.

Identity Verification, Registration & Safety Briefing

5.The visitor must report directly to the admin or senior staff on site ready for signing in.

6.Staff will conduct the necessary DBS and identity checks.

7.The visitor must sign in using the hard copy signing in/out book or InVentry electronic system and will be issued a designated visitor pass. The pass must be always worn visibly on a visitor lanyard.

8.Safeguarding Handout: Staff will issue the 'Leaflet for Visitors' to the visitor, brief the visitor and ask them to read the leaflet. Staff must ensure the visitor reads this leaflet, which details critical school protocols including safeguarding arrangements, fire evacuation procedures, and health & safety rules.

Staff Handover & Supervision

9.Staff will escort the visitor directly to their designated point of contact, or request that they wait until the host arrives.
10.Supervision Rule: Visitors without a verified, clear DBS check must always remain supervised by a staff member and must never be left unattended with students.

Departure & Sign-Out

11.Upon completion of the visit, the host staff member must ensure the visitor signs out and escorts them off site. Visitors must not be permitted to navigate the site unescorted during departure.
12.The visitor must officially sign out using the hard copy signing in/out book or the In Ventry system and hand their visitor pass back to the staff team before exiting the building.

Seva Education – Neasden Door and Visitor Procedure

1. Visitor uses ring point by the car/pedestrian entrance to alert the office.
2. A member of staff goes to the gate to unlock and then re-lock.
3. Visitor enters the site either by foot or by car.
4. Visitor presents themselves to the office.
5. Admin staff complete DBS/identity checks if necessary, visitor signs in via the Inventry system followed by issuing a visitor pass.
6. Admin staff escort visitor to either the member of staff that they are meeting with or ask them to wait in the reception area if they need to find the staff member.
7. Admin staff will check the name and designation of any visitors who have not used the call point at the end of the drive as they may have entered the gate after it has been left open by staff or visitors.
8. Visitors leaving the site should be escorted to the reception area, asked to sign out and then hand in their visitors pass. They can then be let out of the building and directed to the car park or down the path where a member of staff will unlock the gate for them.

Seva Education – Twickenham Door and Visitor Procedure

1. Visitor uses the door entry system outside the main reception to alert the office.
2. A member of staff can visibly see the individual via the door entry system and ask for the purpose of the visit before allowing entry.
3. Visitor presents themselves to the office.
4. Admin staff complete DBS/identity checks if necessary, visitor signs in via the Inventry followed by issuing a visitor pass.
6. Admin staff escort visitor to either the member of staff that they are meeting with or ask them to wait in the reception area if they need to find the staff member.
7. Visitors leaving the site should be escorted to the reception area, asked to sign out and then hand in their visitors pass. They can then be let out of the building.

Seva Education – St Albans Door and Visitor Procedure

1. Visitor uses car or pedestrian call point at the end of the shared drive and informs the office of who they are and who they are due to visit. If the visitor is not booked for any meetings, then further checks must be done before admittance to the school site.
2. Visitor enters the site either by foot or by car.
3. Visitor presents themselves at the reception desk in the front entrance hall.
4. Admin staff complete DBS/identity checks, if necessary, visitor signs in using the Inventry system followed by issuing a visitor pass.
5. Admin staff escort visitor to either the member of staff that they are meeting with or ask them to wait in the reception area if they need to find the staff member.
6. Admin staff will check the name and designation of any visitors who have not used the call point at the end of the drive as they may have entered the gate after it has been left open by staff or visitors.
7. Visitors leaving the site should be escorted to the reception area, asked to sign out and then hand in their visitors pass. They should be monitored whilst exiting to ensure they do not enter the school grounds through the playground.
8.School staff also need to be vigilant when entering or leaving the site that potentially unwanted visitors do not enter the school site by ‘tagging on’ to others entering the site.

Seva Education – Kings Cross Door and Visitor Procedure

1. Visitor uses car or pedestrian call point at the end of Boadicea Street and informs the office of who they are and who they are due to visit. If the visitor is not booked for any meetings, then further checks must be done before admittance to the school site.
2. Visitor enters the site either by foot or by car.
3. Visitor presents themselves to the school office using the intercom to alert office staff.
4. As there are cameras on the street, anyone visiting by car during 8:45-9:30am or 3:00-3:45pm should inform the office so their number plate can be sent to Islington 'Public Realm and Transport' team.
5. Admin staff complete DBS/identity checks if necessary, visitor signs in using the Inventry system followed by issuing a visitor pass.
6. Admin staff escort visitor to either the member of staff that they are meeting with or ask them to wait in the reception area if they need to find the staff member.
6. Admin staff will check the name and designation of any visitors who have not used the call point as they may have entered the gate after it has been left open by staff or visitors.
7. Admin staff to keep a check on other visitors to the Security team based in the ELC building or persons leaving and entering the caretaker's house. Staff to report anything unusual to a DSL.
8. Visitors leaving the site should be escorted to the reception area, asked to sign out and then hand in their visitors pass. They can then be let out of the building and directed to the car park or down the path.

Staff Development

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils 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 pupils.
- Visitors will also be accompanied by a member of staff at all times.