



VISITORS POLICY

Status	Approved	Approval	Full Governing Body
Maintenance	Strategy Committee	Role(s) responsible	Head Teacher
Date Effective	September 2024	Date of last reviews	September 2023
Date of next review	September 2025	Date withdrawn	Not withdrawn

COLTON HILLS COMMUNITY SCHOOL

Rationale

The policy applies to all visitors to Colton Hills Community School anywhere on the school site, during normal school hours, during extra-curricular activities and on supervised off-site activities.

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VISITORS POLICY

1. Policy Statement/Aim

Visitors are welcome to Colton Hills Community 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 Colton Hills Community 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 Colton Hills Community 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

Colton Hills Community 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.

This policy should be read in conjunction with:

- Child Protection and Safeguarding Policy
- Management of allegations
- Keeping Children Safe in Education September 2020
- Health and Safety Policy

2. Lanyard Identification System

Colton Hills Community School uses a colour lanyard system, which makes it easy for our staff and students to understand the 'status' of all adults on site:

BLUE – staff who are fully DBS checked and cleared by the school, including supply staff who have been DBS and Safeguarding trained by the agency that supplies the supply teacher.

BLACK - Sixth Form – students in Sixth Form are required to wear a black 'Sixth Form' lanyard at all times.

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, parents).

ORANGE – School Governors who undergone a DBS check and who do not require supervision. GOVERNOR is printed on the lanyard.

GREEN – Regular visitors who have been checked against safer recruitment processes.

Any adult who is on the school property without any form of Colton Hills Community 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.



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3. Procedure of receiving visitors

A visitor is anyone who comes into school who is not an employed member of the school staff or is a School Governor. Therefore, this applied to Red and Green lanyards mainly.

Signing in/out

All visitors, regardless of how they are categorised MUST sign in and out. This is part of the school's policy on safeguarding of the students, but it is also necessary in case of fire. Visitors only sign in/out at main reception and must report there on arriving at the school and must return to sign out and handing in their school ID prior to departure.

Occasional visitors (accompanied) – RED Lanyards - are those visitors who come into school on an irregular and infrequent basis and therefore have not been issued with a Colton Hills Community School photo ID badge. At the point of signing in they will be issued with a school paper visitor or contractor badge which will bear the current day's date. This must be handed in and destroyed by the Receptionist when the visitor signs out. Departments MUST ensure this happens. All visitors in this category (except those identified separately below) MUST be accompanied at all times whilst on the school site.

1. Police Officers – Where Officers are NOT known to Reception or Safeguarding/Pastoral the Police ID badge they are wearing must be checked.
2. OFSTED Inspectors – will be asked by Reception to show their Ofsted badge and they should be checked against the photo on their badge. If this is not provided please refer to the Headteacher, Deputy Headteachers or DSL.
3. Visitors who attend school events - e.g. sports matches, drama/music performances, parents evenings. In these circumstances these are not regular visitors requiring checks to be carried out. Staff in attendance at these events are asked to be vigilant with regard to visitors to ensure that they are not left unsupervised with students.

Regular visitors (un-accompanied) – Green Lanyards - Regular visitors are individuals or contractors who:

- Come into school once a week or more
- Come into school on 4 days in one month or more,
- Are required to stay overnight with students (e.g. on school trips)
- Need unsupervised access to students

It may not be appropriate for all regular visitors to have further checks and it may be preferable that some regular visitors be escorted at all times while on site.

For those **regular visitors** who need to be unaccompanied on site, the school will carry out all appropriate checks (please refer to the Safer Recruitment Statement, this is also included in the Child Protection and Safeguarding Policy). The individuals or contractors will then be issued with a visitors ID. Once signed in, visitors in this category are entitled to access to the school site unaccompanied as they will have undergone the appropriate safeguarding checks to entitle them to wear the badge and understand that they must have it on show at all times whilst on the school site.

The team managers for AIP, Darren Swadling (catering service) will supervise the issuing and collection of badges for their own staff and will be responsible for their staff in the event of a fire. Catering staff work outside and start at unsociable hours, so they hold their own badges. Governors often attend meetings after school hours so some of them retain their badges. Badges for regular visitors will be held at Main Reception. When badges are issued to visitors, the photos will be checked against the visitor to verify their ID.

In order for this procedure to work effectively, with the exception of visitors signing in and out at Main Reception, it is necessary for all departments in school to notify Reception of all expected visitors, in advance of the visitors' arrival. In the case of visitors who attend regularly, the department may provide a list of these visitors and the day/time of the visits to Reception. Departments making arrangements for contractors to visit should liaise with the Site Manager to arrange such visits within the school holidays. If it is necessary for a contractor to visit during term time, the individual must be always accompanied by a member of the department whilst on site.



4. Visitor's Use of Personal Devices and Mobile Phones

- Visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with our acceptable use policy and other associated policies, such as: anti-bullying, behaviour, child protection and image use.
- We will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputies) or headteacher of any breaches of our policy.