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VISITORS

POLICY

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This policy will be kept up to date and will be reviewed once per year as part of the company's Quality Assurance arrangements.

Review Period
1 Year

Approved by
Directors/Governors

Review Carried Out By
Quality Team

Date of Approval
August 2019

1: Introduction

Orion assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit. The School has a legal duty of care for the health, safety, security and wellbeing of all Students and Staff. This duty of care incorporates the duty to "safeguard" all Students from subjection to any form of harm, abuse or nuisance.

It is the responsibility of the Head of School and senior staff to ensure that this duty is uncompromised at all times. In performing this duty, the Head of School recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

2: Policy Responsibility

The Head of School is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and safeguarding staff as appropriate. All breaches of this procedure must be reported to the Designated Safeguarding Lead.

Aim

To safeguard all students under Orion's responsibility both during school hours (curriculum) and out of school hours (enrichment activities).

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, Governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

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

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site in the day or for after school activities
- All Governors of the school
- All parents and volunteers
- All Students
- Other Education related personnel

- Building & maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Governors

All Governors must comply with disclosure barring service procedures completing a DBS form through school. Orion must check that DBS documents are valid and current prior to the start of the School year. The same procedure for signing-in and out applies to the Governors. When new Governors are assigned they will be made aware of this policy and become familiar with the procedures during the induction period. This is the responsibility of the Head of School.

Visitors to the School

All visitors to the school must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification if requested. People arriving from agencies and other organisations will be required to produce photographic ID.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will be advised to read the Visitors leaflet highlight the Health and Safety and Safeguarding Policy.
- 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 contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must be approved by the Head of School and have demonstrated, prior to the visit that they have a current clear enhanced DBS check and a copy of this has been registered on the School's Single Central Register.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the Visitors Record Book).

A copy of the approved visitor list will be kept in the Office at all times.

Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- A member of staff will escort the visitor to the reception.
- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and inform the Head of School. The Head of School 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.