



Blessed Robert Sutton
Catholic Voluntary Academy

Visitors Policy

In this policy we explain how we welcome visitors to the school, but expect all visitors to comply with the school policies and procedures, in particular DBS checks, security requirements and Health and Safety requirements.

GDPR & Data Protection

Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation

Romans 15:7

Therefore welcome one another as Christ has welcomed you, for the glory of God.

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Author	Laura O'Leary
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Blessed Robert Sutton is a Catholic school. Our mission is to work in partnership with parents and carers to provide a great Catholic education for all our young people.

Our mission statement is:

'Academic excellence, spiritual development and social awareness through Christ'

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Vision and Values of Blessed Robert Sutton Catholic Voluntary Academy

Blessed Robert Sutton is a Catholic school. Our mission is to work in partnership with parents and carers to provide a great Catholic education for all our young people.

Our mission statement is

'Academic excellence, spiritual development and social awareness through Christ'



This means:

- Inspiring and motivating young people to follow 'The Sutton Way' and achieve their full potential academically, spiritually, socially and in a full range of extra-curricular activities
- Developing in young people a deep knowledge and understanding of the Catholic faith
- Practising Gospel values (Work Hard. Be Kind. Do the right thing), such as forgiveness and helping those in need, within our school community and in society as a whole.

Our mission statement has been embedded across our school community and permeate all areas of school life.

This policy is to complement our vision and values.

1. Introduction

Blessed Robert Sutton Catholic Voluntary Academy welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular DBS checks, security requirements and Health and Safety requirements.

In accepting visitors into the school, the school also has a legitimate interest in the following:

- Avoiding disruption to the educational process.
- Protecting the safety of students and staff.
- Protecting the school's facilities and equipment from theft, misuse or vandalism.

2. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on phone number.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office.

We recommend that all visitors make appointments prior to visiting the school. Visitors who arrive at the school without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the school staff are available and are happy to do so. Visitors will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

Parents are discouraged from visiting the school during school hours unless for a pre-arranged appointment, school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in this section.

3. Safeguarding

The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regularly driving a vehicle only for children.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.

- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

4. Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit - Expected length of visit
- Sign-in using the electronic signing in system
- Wear a ID sticker at all times while on school property
- Sign-out using the electronic signing in system upon departure
- Return sticker to the school office before departure

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

5. Exceptions

Visits to the school by contractors are governed by our Contractors Policy.

6. Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the Headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Visitor conduct

Visitors to the school will be required to act in accordance with the school's high expectations.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

8. General Procedures

- A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student enrolled at the school.
- All visitors to the school must report to Reception in main school and be signed-in. Once they have been signed in they should be issued with a visitor's sticker.
- Staff should inform the Reception staff of any expected visitors so that they can be directed to the appropriate person.
- Contractors must be signed-in before being introduced to the Caretaker or Site Manager who will provide relevant access to the site as required. Contractors should always be working under the supervision of site staff.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.
- Any visitor should not be left with students unaccompanied by a member of staff unless DBS checks are in place (a parent talking to their own child is acceptable). This is to comply with safeguarding and child protection issues.
- All visitors should be made aware of emergency procedures by the member of staff supervising the visit.
- If any visitor is to be regularly working with students in school and does not already hold a valid DBS clearance then they must go through the DBS procedure and the school must hold a copy of their
 - DBS clearance. The Head's PA and the Assistant Head (Support and Safeguarding) must be advised by staff of any visitors who are likely to be visiting the site on a regular basis so that appropriate DBS checks/monitoring can be organised/obtained.
- Any visitors who are on site who are not recognised, or who are not appropriately badged, should be politely challenged by staff and asked as to why they are on site. Any issues should be reported to Reception for appropriate action.
- Students are encouraged to report immediately any visitor seen on site who is not "badged" or behaving suspiciously.
- Students are advised not to make arrangements to meet anyone on the school site.
- All visitors should sign-out at Reception and return their visitor's badge. The Headteacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the running of the school. Any such individual can be directed to leave the school premises and the Police will be called if necessary.

- Any visitor's aggressive behaviour directed towards staff will not be tolerated by Blessed Robert Sutton Catholic Voluntary Academy.

9. Outside agencies process to visit a student

Agencies who wish to visit children in school should arrange the visit with the DSL, through email or phone call.

The DSL will then book a room and arrange for the child to meet with the agency worker in the reception.

The DSL will give the reception a list on a daily basis of agencies visitor and who they will be seeing during the day.

List of agencies visitors:

- CAMHS
- Police
- Children's Services
- CIN workers
- Youth Workers
- YOT workers
- Others

All agency workers should have proof of identification and be allocated with a white lanyard. Where necessary the DSL will act as the appropriate adult if the student is to be interviewed by the police.

Agency workers are asked if they have regular visit to a student that they vary the time and day so the student is not missing the same lesson every week.

10. Appendix A: Visitors to the School Site during the Coronavirus (COVID-19) Pandemic Statement of intent

Blessed Robert Sutton Catholic Voluntary Academy is committed to ensuring the health and safety and wellbeing of all of our staff members, pupils and visitors during the current pandemic. To fulfil our day-to-day roles, visitors need to come into the school, e.g. to deliver supplies, which is why we have implemented the temporary practices and procedures outlined in this appendix.

Before visiting the school

Where possible, visitors will be kept to a minimum to mitigate the risk of coronavirus spreading.

Where possible, people will give the school two weeks' notice before visiting the school. If you wish to visit the school you must make an appointment contacting the school office.

When requesting a visit to the school, people must state when they want to visit the school, for how long, and their purpose for visiting.

For testing and tracing purposes, visitors will be required to give their names and a contact number.

Anyone who does not want to submit their details or outline a reason for visiting the school will be denied access to the school grounds.

Official bodies, e.g. Ofsted and the police, will not have to request a visit to the school; however, they will be required to submit their contact details for testing and tracing purposes.

If the visitor discloses that they have been exposed to, or are suffering from the symptoms of, coronavirus they will be asked to leave the school site immediately and the visit will be rearranged for a later date once the visitor has self-isolated.

Infection control

- Visitors will adhere to the school's COVID-19 principles at all times.
- Posters will be displayed around the school to remind visitors to practice good hand and respiratory hygiene.
- Visitors will not enter the site if they are displaying symptoms of coronavirus – they will inform the Headteacher of this as soon as possible via telephone.
- All toilets, infection control areas and areas designated for visitor use will have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins.
- In the event there are multiple groups of visitors on the school grounds at the same time, the Headteacher and health and safety officer will ensure all parties can remain separate and properly adhere to infection control measures.
- Visitors who become unwell with coronavirus symptoms will be sent home immediately.
- In the event a visitor who is displaying symptoms cannot go home immediately, they will be asked to self-isolate in a designated area of the school, and will go home as soon as possible.
- Areas that have been occupied by symptomatic visitors, including toilets, will be cleaned and disinfected as soon as possible.
- Visitors who have delivered close contact care to pupils showing symptoms of coronavirus will be encouraged to get tested.
- Once tested, the visitor will notify the school of their results for the purposes of testing and tracing procedures.

Monitoring and review

This appendix will be reviewed by the Headteacher in response to any new government advice.

Updates to this policy will be communicated to all staff members by the Headteacher.

Once the school resumes regular activity, and if deemed appropriate by the Headteacher, all sections within this appendix will expire.