

School Visitor Protocol

Statement

The Trust (QEGSMAT), Governing Body and Headteacher assures all visitors of a warm, friendly and professional welcome to QEGSMAT schools, whatever the purpose of their visit.

All QEGSMAT schools have a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to "safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff in each school to ensure that this duty is uncompromised at all times.

In performing this duty, the Trust recognises that there can be no complacency where child protection and safeguarding procedures are concerned. QEGSMAT schools therefore require 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.

Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this procedure. This person will also be responsible for liaising with the site and reception staff and the Designated Safeguard(olicy)β@@@@@@WBT/F12ff102@@Tmg@GCw)-(//)De&@



- All pupils.
- Other education related personnel (e.g. Local Authority Advisors, Inspectors).
- Building and maintenance and all other independent contractors visiting the school premises.
- Independent contractors who may transport students on minibuses or in taxis.

Protocol And Procedures

Visitors To The School

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure detailed below.

Once on site, all visitors must report to reception via the main entrance. 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 upon request.

All visitors will be asked to sign in using the app on the screen at reception, which records name, organisation, who they are visiting and car registration.

All visitors will need to read the safeguarding information provided when signing in to ensure that they have been informed of our procedures.

All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

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 site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and this has been registered on the school's Single Central Record AND
- b) A current clear DBS children's barred check has been undertaken AND
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Linked Policies These policy and procedures should be read in conjunction with other related Trust policies, including:

Safeguarding and Child Protection Policy Health and Safety Policy Complaints Policy

Author: Victoria Hall Date: November 2022