

# ISLAMIYAH GIRLS HIGH SCHOOL



## Visitors Policy

### Document Control:

This document has been approved for operation for:	Islamiyah Girls High school
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Review Period	1year
Owner	Islamiyah Girls High School
Approved by Governing Body:	

The Governing Body assures all visitors a warm, friendly and professional welcome to IslamiyahSchool, whatever the purpose of their visit.

The school has 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 to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body 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.

### **Policy Responsibility**

All members of staff are responsible for the implementation of the policy and the Headteacher is responsible for the review of this policy. The Senior Administrator and other admin staff will also be responsible for liaising with the school's estate/security staff and DSL as appropriate. All breaches of this procedure must be reported to the Headteacher.

### **Aim**

To safeguard all children under the school's care both during school hours, curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at Islamiyah School can learn and enjoy extracurricular experiences, in an environment where they are safe from harm.

### **Objectives**

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

### **Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), 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 during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- 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

## **Protocol and Procedures**

### **Visitors to the School**

All visitors to the school are required to provide proof of identity at the time of their visit unless they are on the Approved Visitors List (see below.) They must follow the procedure below.

Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). The Headteacher should use their professional judgment about the need to escort or supervise these visitors. (KCSIE, 2021)

- Once on site, all visitors must report to reception first.
- 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 on the Electronic Device which is kept in reception at all times making note of their name, organisation, who they are visiting, etc. and wear a visitors badge provided by reception.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors must be given information about fire safety evacuation, safeguarding and child protection policies which they should read before entering the school. They should be given the names of the Designated Safeguarding Lead and encouraged to report any incidents or concerns about the conduct of any individual on the school site.
- 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.

### **Visitors Departure from School**

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

- Sign out on the Electronic Device which they used to sign in
- 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 should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in 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 the Headteacher (or DHT if HT is not available) should be informed promptly. The Headteacher or DHT 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.

## **Governors and Volunteers**

All governors and parent helpers and volunteers must complete a DBS check (if not already held) via the School office.

New governors will be made aware of this policy and made familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors.

New volunteers will be asked to comply with this policy by the office staff they first report to when coming into school for an activity or class supporting role.

## **Staff Development**

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

## **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 have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record **AND**
- b) A current clear DBS childrens barred check has been undertaken **AND**
- c) Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in on the Electronic Device).

A copy of the approved visitor list will be kept behind reception at all times.

## **Specific guidance for members of staff organising visits from external agencies:**

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.
- Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection & Safeguarding, Risk Assessments.
- All staff must inform the relevant school staff of the intended visit and remit of the visitor, e.g. headteacher, office staff.
- Organise, meet and greet arrangements and classroom/assembly layout.
- Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the students are given time to reflect on what they have learned.

The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, ensure the Finance Officer is aware that fees are to be paid. A VAT invoice will need to be provided for payment to be made.

**External speaker:** anyone other than a current student or current staff member who may be invited to give a sermon, preach, expound on a piece of religious text, or political viewpoint, etc

External speakers and visitors are subject to web and other security checks as standard practice by the School.

External speakers and visitors are permitted to visit the School but must ensure that they also comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward -or in the manner in which they express these views or ideas- they do not infringe the rights of others, or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds.

Therefore in order to protect staff and students of all backgrounds, the School requires that all external speakers and visitors to the School abide by all safeguarding and H&S policies.

External speakers and external visitors must take great care to ensure they do not create an intimidating, hostile, degrading, humiliating, or offensive environment for others at the School. Therefore all speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience - or could reasonably fear - harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:

- ethnicity or race
- religion and belief- including lack of religion and belief
- sexuality- homosexual, heterosexual, bisexual, lesbian, gay
- gender
- disability
- trans status
- age
- civil partnership and marriage
- pregnancy and maternity.

If an external speaker or external visitor contravenes this guidance, the School reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

### **Linked policies**

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Fire Safety Policy

Signed \_\_\_\_\_ Date \_\_\_\_\_