



**ST NEOT'S**  
PREPARATORY SCHOOL

<b>Policy Name:</b>	<b>Visitors Policy</b>
<b>Policy Number:</b>	<b>A40</b>

<b>Staff member responsible</b>	<b>Revision Date</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Reason</b>
Bronwyn Kidd (Deputy Head), Harriet Cairns (Operations Manager)	September 2022	Safety and Wellbeing Committee	May 2023	Annual update
Bronwyn Kidd (Deputy Head), Harriet Cairns (Operations Manager)	August 2023 2023	Due for review by Safety and Well-being Committee in May 2024		Annual update

*This policy is applicable to the whole school including Early Years*

A St Neot's education is full of fun and good humour. We want every child to enjoy their time at school, to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.

The St Neot's Way is:

- Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.
- Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.
- Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.
- Where the children's character, contribution and service is as valued as their academic success.
- Where the children's physical wellbeing is surpassed by their mental wellbeing.
- Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.

**This policy aims to uphold the above by supporting the Safety and Well-being of all our pupils, staff and community.**

## Policy Statement

St Neot's Preparatory School (hereafter referred to as St Neot's) welcomes parents and other people to visit the school and recognises the important contribution and potential benefits which can result from increased interaction with the public. Visitors can make a valuable contribution to the life and work of the school.

However, at the same time, St Neot's has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. It also has the responsibility to prevent disruption to the educational process, and protect facilities and equipment from misuse and vandalism.

A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to St Neot's. It is the aim of the school that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises.

The control of visitors is a fundamental part of St Neot's safeguarding of students, staff and property. St Neot's maintains the right to place limitations on visitors to avoid disruption to school operations. Any limitations, however, will not be unreasonably applied. The Headmaster has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Headmaster considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils. **It is the responsibility of all staff to remain vigilant at all times.**

## Policy Responsibility

Overall responsibility for ensuring that the measures within St Neot's and this policy are implemented shall lie with the Headmaster. The "day to day" responsibility of security and visitor procedures and arrangements has been delegated to the Operations Manager.

The Operations Manager will report to the Headmaster on a regular basis regarding compliance to this policy and any applicable issues. This will be taken up during Safety and Well-being Committee meetings.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day (usually 8:00 - 18:00) or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. visiting speakers, authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (i.e SEN colleagues, inspectors)
- Building, maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis
- Staff from our collaboration school; Lord wandsworth College

## St Neot's School Location

St Neot's operates from one location which has its own inherent security implications (large areas of woodland and open fields with possible access from external public areas). There are procedures and

arrangements in place to control access and ensure that unauthorised visitors do not present a risk to students, staff or property.

### General Requirements for Visitors

The following procedures and arrangements apply to visitors to St Neot's:

A visitor is defined as any adult person (over the age of 16) seeking to enter the school premises who is not a pupil, employee of the school or the immediate families of resident staff. Whenever possible, visitors should obtain authorisation from the school in advance and visits may be prohibited at certain times, due to events in the school calendar. All St Neot's visitors must comply at all times with St Neot's policies, administrative rules and regulations, a brief resume of which will be given to all visitors to read when registering at the Main Reception (outlined on the back of the Identity Badge issued).

### The Procedure

- Staff inviting visitors or contractors to St Neot's must inform them of the signing in procedure and give directions to School Main Reception. Staff are also expected to inform Main Reception of any upcoming arrivals.
- If the visitor is to have direct contact with children (i.e presenting to pupils in assembly) then the Visiting Speaker policy must be followed. Staff must also fill in a visitor form (Annex 1, held at Main Reception) which gives details of the visitor and when they are expected to come in.
- Once on site, all visitors should immediately report to Main Reception. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At the Main Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photo identification upon request.
- All visitors will be asked to sign in, making note of their name, organisation and who they are visiting.
- All visitors will be required to wear an identification badge which must remain visible throughout their visit. These are categorised as to the type of visitor.
- Visitors will be given a Safeguarding and Health and Safety overview.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be called to Main Reception to receive the visitor. The contact will then be responsible for them whilst they are on site. The visitor **MUST NOT** be allowed to move about the site unaccompanied.
- School staff must be especially vigilant when visiting parents are attending sports fixtures. Parents attending sporting events do not have to sign in as these are outdoors and children are supervised. However, parents who are seen to be moving about the school, unaccompanied, should be challenged.
- For large sporting events, the use of portaloos should be considered in order to limit visitors' access to school buildings.
- On departing the school, visitors **MUST** leave via Main Reception and sign out returning their identification badge.

When arranging a visitor to come into School, staff should follow the following procedure:

- If the visitor is to have direct contact with children: follow the Visiting Speaker policy and complete the visitors form.
- Once complete, please inform a member of SLT and tick the relevant box on the form.

- Once you have completed sections A and B, please give the completed form to Main Reception so that they are aware of the visit and when they are coming. These forms will remain stored at Main Reception.
- Please ensure that you ask your visitor to come to the Main Reception on their arrival and ensure that they know to bring in Photo ID (driving licence, photographic work ID or Passport). **This applies every time they visit and even if they have been in before.**
- Main Reception will then contact the responsible member of staff when the visitor arrives
- All visitors will be given a lanyard pertinent to the type of visitor which must be clearly displayed and worn at all times whilst on the School premises. All visitors are notified of both Safeguarding information (in the form of a written leaflet) and Fire Procedures (this is printed on the reverse of the lanyard).
- The member of staff organising the visit is responsible for the visitor and must make sure that they sign out when they leave. The visitor must be supervised at all times.
- Staff are aware that if there is any doubt about what to do or they are concerned about the visitor in any way then they must speak to the DSL, Operations Manager or Head.
- Some Lord Wandsworth Business staff are also St Neot's staff, so do not need supervision as they have been through the DBS process and are held on the school SCR. All other Lord Wandsworth staff must follow normal procedures.

### Access Levels

Security access within St Neot's is managed at two levels:

- **Academic Areas** – Such as Classrooms, The Library or Dining Hall where visitors may be present, accompanied by a member of staff or designated guide.
- **Sporting Areas** – Such as the Sports Hall, Swimming Pool, Tennis Courts, Astro Pitch or Sports Fields where visitors may be present unaccompanied during sporting fixtures

### St Neot's Usual Visitors

Visitors will normally fall into one of the following categories:

- Parents/Carers of pupils in school and those interested in student enrolment
- Adults seeking employment at St Neot's
- Teachers, students, parents from other educational establishments on experience visits or attending sports fixtures
- Contractors
- Professional Agencies
- Villagers or other friends of St Neot's registered to use the sports facilities
- Family and friends of residential staff members
- Former staff and students
- Service providers e.g. postman, waste disposal contractors etc.

### Reason for Visit

The reasons for the visit can be varied but would typically include:

- Invitation to visit a specific lesson or assembly
- Taking a specific lesson
- Attending a specific meeting
- Attending a public event
- Attending sports fixtures
- Working with specific pupils
- Working on site

- Visiting Staff and/or families
- Delivery or collection of goods

### **Governors and Volunteers**

All governors and parent helpers must comply with DBS procedures, via the People Team.

The school must ensure all applicable checks are carried out, if deemed necessary.

Thereafter, procedures as previously outlined should apply. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of The Headmaster, Chair of Governors or Clerk to Governors.

New volunteers will be asked to comply with this policy by staff when they first report to school, when coming into school for an activity or by staff in a 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.

### **Vehicles and Parking at the School**

Parking of any vehicles is strictly restricted to the main school car park unless permission is granted to park in other areas around the school which will be authorised by the Operations Manager. This includes parking down behind the Arts Block. Vehicles parked behind the Arts Block are not to transit through the school between 0800 - 1800hrs unless in exceptional circumstances or if the vehicle belongs to those that live in that building. This is to minimise car movement during school hours for Health and Safety purposes.

### **Unknown/Uninvited Visitor to the School**

Any visitor to St Neot's who is not clearly wearing an appropriate identity badge should be politely challenged to enquire who they are and the nature of their business on the school site. For example: "Can I help you?", "Can I direct you to the Main Reception?", "Who are you here to visit?"

They should then be escorted to the Main Reception to sign in and issued with an identity badge. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headmaster or Operations Manager informed promptly.

If an unknown/uninvited visitor becomes abusive or aggressive, they should be politely asked to leave the site immediately. Police assistance will be called for (on the instruction of the Headmaster or Operations Manager) if they fail to leave the school grounds.

**It is the responsibility of ALL employees to verbally and respectfully challenge any individual on the school campus who is not wearing a visitors' I.D badge.**

### **Linked Policies**

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

- SG2: Safeguarding Policy
- H9: Health and Safety Policy
- H5: Fire Procedures, Alarms and Drills
- SG16: Visiting Speaker Policy

### Appendix 1 - Visitor Guidance for Staff

Visitor Type	Sign in and Out at Reception? Given a Lanyard?	Accompanied at all Times by a member of staff?	Visitor Form to be completed?
Governors	Yes	No*	No*
Prospective Parents	Yes	Yes	No
Current Parents (FSNS / Meeting with Form Teacher / Head etc)	Yes	As far as reasonably possible	No
Current Parents taking part in sports activities <b>for</b> parents (eg parent swimming, parents tennis etc)	Yes	No+, but only in match areas	No
Guest Speakers (see Visiting Speaker policy)	Yes	Yes	Yes
Visiting companies providing workshops to children	Yes	Yes	Yes
Work Experience Students	Yes	Yes	Yes
Visiting Coaches (that are in occasionally/ad hoc only)	Yes	Yes	Yes
Interview Candidates	Yes	Yes	Yes
Visiting Colleagues (Including LWC staff)	Yes	Yes	Yes
Visiting Professionals (Health, Police, Social Workers etc)	Yes	Yes	Yes
Visiting Inspectors (ISI, OFSTED etc)	Yes	No	Yes
Contractors*	Yes	Yes*	Yes

\*relevant checks have already been carried out by St Neot's including DBS.

+parents are reminded regularly that they must enter the school via Main Reception and not enter changing rooms or classrooms without permission

**If in doubt speak to the DSL, Operations Manager or Head**



## Appendix 2. - Visitor Form

Once you have completed Sections A & B this form should be given to Main Reception for record keeping.

**Section A** - This section should be completed by the member of staff booking /arranging the visit.

<b>Name of member of staff booking/arranging visit and who will be responsible for them during their visit:</b>	
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<b>Date(s) of Visit:</b>	
<b>Reason / Purpose of Visit:</b>	

<b>Name of Visitor :</b>	
<b>Organisation:</b>	
<b>Telephone Number:</b>	
<b>Email (if applicable):</b>	
<b>Website (if applicable):</b>	

<p><b>Please state how this individual was introduced to the school.</b></p> <p><b>Have online checks been carried out, if applicable?</b></p> <p><b>Have checks been made of the content being shared with the pupils, if applicable?</b></p>
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**Section B** -This section should be completed by the member of staff booking /arranging the visit.

<p>I have informed at least one of the following about this visit (please tick):</p> <p><input type="checkbox"/> Designated Safeguarding Lead</p> <p><input type="checkbox"/> Operations Manager</p> <p><input type="checkbox"/> Headmaster</p>
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**Section C** - should be completed by Main Reception staff on the visitors arrival

The visitor has signed in at Main Reception and been given a lanyard	<input type="checkbox"/> Yes
The visitor has been met by the allocated member of St Neot's staff	<input type="checkbox"/> Yes
Photo ID has been seen <input type="checkbox"/> Yes <input type="checkbox"/> Not Required (see checklist)	
If Yes please specify type (eg passport, staff ID etc):	
<b>Name and signature of Main Reception staff member:</b>	

