



**CWMBRAN  
HIGH SCHOOL**

# **Visitor Behaviour Policy**

**REVIEWED:** March 2016

**NEXT REVIEWED:** March 2017

**Approved by Governing Body:  
Full Governing Body - 21/3/2016**



## Visitor Behaviour Policy

**The School Visitor Behaviour policy is a statement of good practice for staff and school visitors.**

### Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Cwmbran High School, 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 so to do may result in the visitors’ escorted departure from the school site.

### Aim

To safeguard all children under this school’s responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

### 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

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 may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They 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 upon request.
- ❖ 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 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 Visitors List.

### Visitors Departure from School

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

- ❖ Enter their departure time in the Visitors Record Book alongside their arrival entry.
- ❖ Return the identification badge to reception.

### 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:

- ❖ They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record

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

### 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 the visitors' book and be issued with an identity badge.

The procedures under "Visitors to the School" above will apply in the event that the visitor refuses to comply. They should be asked to leave the site immediately and a member of the SLT informed.

The SLT member 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 must comply with Disclosure & Barring Service procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors' and parent helpers' DBS certification is current (i.e. less than 3 years old), thereafter, procedures as per above should apply. Please note that governors should sign in and out using the Visitors' Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Executive Principal and Chair of Governors.

## **Unacceptable Behaviour**

- ❖ ***Visitors cannot arrive at school site without prior arrangement and expect to be seen by any member of staff.***
- ❖ All visitors are expected to treat staff and pupils with respect. Abusive language, threatening behaviour or any attempt to enter the main body of the school without agreement is unacceptable.
- ❖ In cases of unacceptable behaviour visitors will be verbally warned.
- ❖ If unacceptable behaviour continues visitors will be asked to leave the school site.
- ❖ Repeated cases of unacceptable behaviour may result in individuals not being permitted on school premises.