St Mary's School
CAMBRIDGE

Visitors Policy

This policy is the responsibility of the Health and Safety Manager

Last review: March 26

Next review: March 27

Overview

This policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers. Where relevant this policy should be read in conjunction with the school's Arrangement for Selecting and Managing Contractors.

Legislation

Under the *Health and Safety at Work Act 1974* employers have a responsibility to ensure that others are not put at risk by their work-related activities.

Under the *Management of Health and Safety at Work Regulations 1999* employers have a responsibility to manage health and safety effectively.

Rationale

A variety of people visit the school. Procedures for managing visitors differ according to; term time, school holidays and access to boarding accommodation. Examples of visitors are listed below:

- School governors
- Parents
- Prospective pupils and parents
- Outside school visitors
- Volunteers (e.g. Circle of friends, PTA association)
- Peripatetic staff (e.g. music tutors)
- School doctor
- Supply teachers
- Guest speakers
- Clergy
- Contractors undertaking priority works on site (e.g., electricians or IT support)

- Agency workers (e.g., kitchen and cleaning staff)
- Non-boarding staff entering boarding accommodation while boarders are resident on site.

St Mary's provides all visitors with information on safeguarding, emergency evacuation procedures and health and safety site information to ensure the health, safety and welfare of students, staff, and visitors whilst on School premises. Any health, safety or welfare issues must be reported to the Health and Safety Manager, Designated Safeguarding Lead (or deputy) or the Bursar as appropriate. A copy of the safeguarding personnel poster, safeguarding and child protection policy and visitor's booklet containing relevant information is available in the reception areas.

Regulated Activity – Visitors

Any position undertaken at a school site, or on behalf of the school will amount to 'Regulated Activity' if it is carried out:

- Frequently (meaning once a week or more)
- Overnight (meaning between 2am and 6am)
- Four times or more in a 30-day period
- In connection with the purposes of the school
- Provides the opportunity for contact with children

Roles which are unpaid/voluntary will only amount to regulated activity, if, in addition to the above, they are unsupervised. Roles which are paid but which are not carried out frequently and which do not involve teaching, training, instructing, or supervising children are not considered to be regulated activity. A person attending any School site in a visitor capacity only will not be undertaking regulated activity. The school is therefore unable to carry out formal vetting checks on visitors.

Identifying Visitors on entry to the school site

Visitors – Red lanyard

All visitors must sign in; adult visitors must wear their visitor badge together with red 'visitor' lanyard (unless an Approved Visitor – see below) and ensure that it is clearly displayed at all times during the visit.

A member of staff must always collect their visitor from Reception and escort them during the visit unless the person is an Approved Visitor (see below). All visitors are required to return to Reception with a supervising member of staff once their visit is over. Should there be a fire evacuation, a member of staff will accompany visitors out of the building to the assembly point.

All visitors are required to sign out and return their visitors badge to Reception staff.

In the interests of safety and security, staff members are to 'challenge' adults on site who are not wearing visitor badges and lanyards or who are unaccompanied, and whom they do not recognise as staff or students, by politely asking who they are and what their business is on site. The visitor should be accompanied back to Reception and issued with a visitors' badge and accompanied by a member of staff on the visit. Where the legitimacy of an individual on site is questionable this must be reported straightaway to a senior member of staff.

Visitors must not reveal any personal or confidential information they may learn about the school, students or staff during the course of their visit to any third party.

Visitors should be aware that the school operates a no smoking policy (including e-cigarettes) on all School sites and should be advised that mobile phones and cameras must not be used in the EYFS areas in the Junior School.

Approved Visitors – Green lanyards

These visitors have had relevant safer recruitment checks and training and are on the Single Central Register (SCR) and the Approved Visitor List. Approved Visitors do not normally require escorting around the school site during term time, boarding accommodation at Mary Ward House is the only exception. A list of Approved Visitors is held by HR and at Reception.

Approved Visitors must report to the relevant reception area and sign into the site; they must wear their identification badge and green lanyard (indicating they do not require supervision whilst on site) and ensure that it is clearly visible at all times. Approved Visitors must sign out when leaving the site. Approved Visitors include:

- School Governors
- Peripatetic teachers (e.g. music tutors)
- School Medical Officer
- Selected contractors
- Selected volunteers

Reception Areas

Reception areas are normally staffed during term time only, outside of term time doorbells alert staff when visitors arrive.

The following areas function as reception areas for the various parts of the school site:

- Senior School reception – visitors to the Sixth Form Centre and Art Department report here.
- Junior School Office.
- Mary Ward House boarding accommodation reception.

Responsibilities

Members of staff are to:

- Wear their staff identification badge together with blue staff lanyard and ensure that it is clearly displayed at all times.
- Meet their visitors (unless an Approved Visitor) and escort them at all times during term time.
- Ensure their visitors remain within authorised areas.
- Ensure that student toilets are not accessed by adult visitors at any time. Only designated adult toilets are to be used.
- Follow the School's accident reporting system should an incident occur involving the visitor.
- If inviting a visiting speaker to the school, complete Annex A and ask the visiting speaker to attend with proof of identity (driving licence, passport or identity card), unless the visiting speaker is known to the school.
- It is the responsibility of the supervising member of staff to supervise the speaker at all times.

Receptionists are to:

- Be aware and alert when a visitor is entering and on school premises.
- Ensure that all visitors' sign in and out and receive a visitor's badge and lanyard and return this on leaving the school site.
- Point out the fire procedure and explain that in case of fire the member of staff accompanying the visitor will take them to the designated fire assembly point.
- Bring the 'Information for Visitors' lanyard cards to the visitor's attention.
- Check visitors' photographic identification (driving licence, passport or identity card) this includes, visiting speakers, contractors, supply or agency staff, volunteers or other professionals on site, but not parents/guardians. To avoid any embarrassment the visitor should be told prior to attending the school that they will need to produce photographic identification.
- Supervise the visitor until they are met by a school member of staff (unless it is an Approved Visitor).

Visitors are to:

- Sign in and out of the school site and wear the identification badge and lanyard at all times and return this on leaving the school site.
- Follow the fire procedures displayed on the premises.
- Adhere to the 'no smoking' on site rule.
- Park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles.
- Be accompanied (unless an Approved Visitor) and remain within authorised areas.
- Report any safeguarding concerns, workplace hazards identified and all incidents and/or injuries to the Designated Safeguarding Lead (or deputy), the Bursar or Health and Safety Manager (as appropriate).
- Wear protective clothing when requested.
- Ask for permission from the member of staff before taking photos.
- Student toilets are not to be accessed by adults at any time, only designated adult toilets to be used.
- Behave in an appropriate manner in keeping with a school site.

Visitors to Boarding

A team of dedicated staff work at our Mary Ward House boarding accommodation. The boarding staff consists of the Head of Boarding, the Housemistress and an Assistant Housemistress, matrons, GAP students, cleaners and kitchen staff. They ensure the operational running of the site and are known to the boarding students.

In the interests of safeguarding and child protection other non-boarding members of staff who have task at Mary Ward House must visit in pairs or be supervised by a housemistress while boarders are resident on site. External visitors must follow the procedures for the rest of the school and must be supervised at all times. Examples of visitors to boarding during term time include:

- Maintenance staff.
- School Governors.
- Senior Leadership Team.

- IT Department.
- Contractors carrying out priority works on site.

Any member of the boarding staff should notify the Head of Boarding in good time (and in accordance with the procedure) if they wish to have a guest visitor staying overnight and should understand that it may not always be possible.

Parents/Guardians Entering Boarding Accommodation

Generally, parents visiting boarding accommodation must be treated in the same way as any other visitor. However, there are times when it is not practical or desirable for parents to follow the Visitors' Protocol e.g. when dropping boarders off at the beginning of term. In these circumstances, however, staff should be present at the time and will be able to ensure there is adequate oversight or supervision of parents/guardians on site.

Visiting Speakers

Visiting speakers enhance the intellectual life of the school and provide challenge and inspiration for students. All visiting speakers will be subject to the school's usual visitors' protocol set out in this document and will be supervised at all times whilst on site.

The Prevent Duty Guidance for England and Wales (2015) requires the school to have a clear protocol for ensuring that any visiting speakers are suitable and appropriately supervised.

The school will obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so the school will always have regard to the Prevent Duty Guidance and the definition of 'extremism' defined as 'vocal or active opposition to fundamental British Values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.'

Any member of staff inviting in a visiting speaker or overseeing a group of pupils who would like to invite in a visiting speaker, must as a minimum carry out an internet search on the proposed speaker. Pupils may not invite visiting speakers – this must be done through a member of staff. The proforma at annex A must be completed and submitted along with the event booking form in a timely manner for coordination at the school diary group meeting.

If the internet search reveals information that indicate the speaker presents a risk of radicalisation, then the matter must be referred to the School's Prevent Lead who will discuss the proposed invitation with the Head/Head of Juniors as relevant.

The relevant school must be familiar with the subject topic on which the visiting speaker will present and ensure that it is appropriate for the audience. Visiting Speakers may be asked to bring formal photographic identification with them which they should be ready to show to Reception Staff and the supervising member of staff upon request. If the speaker is already known to the school and/or the supervising member of staff, such that their identity is already known, the requirement to provide proof of identity may be waived.

If a visiting speaker is carrying out other duties for the school, on a paid or unpaid basis, then they are likely to be categorised as either staff or a volunteer. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers. It is only when formal vetting checks are necessary, that they must be recorded on the SCR. Informal checks on a visiting speaker do not need to be recorded on the SCR.

Parents/Guardians Attending School Events

Generally, parents attending one of the school sites must be treated in the same way as any other visitor. However, there are times when it is not practical or desirable for parents to follow the Visitors' Protocol e.g., when attending events such as sports fixtures, or parents' evening. In those circumstances, however, staff should be present at the event and will be able to ensure there is adequate oversight or supervision of parents attending the event.

Volunteers

The arrangements for volunteers will vary and HR can give further guidance where necessary:

If the volunteer is **supervised**, they do not fall into the definition of Regulated Activity and so DBS checks would not be required, however the school reserves the right to request this. This is no matter how frequently or regularly an individual volunteers. The exception would be for a volunteer doing personal care, personal care is always Regulated Activity.

An **unsupervised** volunteer, whose presence is frequent and regular is considered to be in regulated activity and the school must obtain an enhanced DBS certificate with barred list information. Child Protection and Prevent training must also be undertaken. 'One off' volunteers, for day outings, school concerts and such would not require vetting checks, but they should not be unsupervised and must not undertake any kind of personal care.

Visitors Out of Term Time

Outside of term time and at Mary Ward House when boarders are not resident on site, constant supervision of visitors is not required. However, in the interests of site security and visitor safety, the member of staff who has arranged for visitors to work on site / be present on site must maintain awareness of their visitor's whereabouts and maintain periodic contact with them during the course of the day.

Annexes:

A - Visiting Speakers Proforma

Annex A

Visiting Speakers Proforma

Name of speaker Date	
Profession/Credentials	
Reason for speaking at St Mary's	
Findings from due diligence (including basic internet search on google.com)	
Content of presentation Title Age range at which the presentation is aimed	

Members of staff are reminded of the need to agree in outline with the speaker the content of their presentation and the need to intervene and stop the presentation if subjects are discussed which are not in keeping with the Ethos of the School, is unsuitable/inappropriate and/or contains information which is Extremist and in opposition to fundamental British Values.

Due diligence. I have satisfied myself that the visiting speaker is of a background suitable to be considered for invitation on to the school site, and that "association" with this individual will not adversely impact on

the reputation of the school. I consider that the presentation will assist with the spiritual, moral, social and cultural development of the students.

Name member of staff _____

Signature _____

Date _____

Completed forms are to be given to Emma Hall who will place the event in the school Calendar. The form should then be passed to Aodain Clover to approve the attendance of the speaker. The form should then be sent to HR who will retain the document.