



Thriftwood School & College

Visitors' Policy

**Visitors' Policy**

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This document is used in conjunction with:

- Keeping Children Safe in Education (DfE)
- Child Protection Policy
- Data Protection Policy (SEAX)
- Record Retention Guidelines (SEAX)
- Privacy Notice – Workforce (SEAX)
- Emergency Management Plan

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1. Introduction

Visitors are offered a warm welcome at Thriftwood. We believe that the environment for our students is enhanced by a wide variety of experiences and by new people coming in to work with them. However, we follow **robust safeguarding systems** and this policy has been put in place to ensure that visitors to Thriftwood are carefully checked and monitored during their time with us. This ensures that no unauthorised person has entry to the School or the College. We endeavour to keep all of our community members safe from harm.

Our policy can be summarised as:

- **Enforcement of current Safeguarding procedures**
- **Prevention of unauthorised persons from entering School/College**
- **Making visitors welcome**
- **Ensuring that the purpose of each visit is understood and preparation made before the prospective visitor enters the School/College**
- **Monitoring visitors carefully during their time in School/College**
- **Being able to account for, and locate, visitors at all times**

Thriftwood is deemed to have responsibility for its students anywhere on the School/College sites, during normal school hours, during after-School/after-College activities and during off-site activities.

All visitors should note that Thriftwood follows the Safeguarding Guidance for Essex including:

- **Essex Safeguarding Children Board (ESCB) – SET Procedures**
<http://www.escb.co.uk>
- **Keeping Children Safe in Education**
<http://www.gov.uk/government/publications/keeping-children-safe-in-education>
- **Working Together to Safeguard Children**

2. Who can go onto School/College Premises

Schools/Colleges are private property. People do NOT have an automatic right to enter. Parents have an 'implied licence' to come on to school/college premises at certain times, for instance:

- for appointments
- to attend a school event
- to drop off or pick up children

Anyone who breaks those rules would be trespassing.



3. Barring Individuals from School/College Premises

Trespassing is a civil offence. This means that Thriftwood can ask someone to leave and take civil action in court if someone trespasses regularly.

If someone is acting in an aggressive, abusive or insulting manner, or using insulting behaviour/language that could potentially be a risk to staff or pupils, Thriftwood will ask the individual to leave. In such circumstances, the decision may be made to bar the individual in question. Thriftwood may decide to either:

- bar them temporarily, until the individual has had the opportunity to formally present their side
- tell them they intend to bar them and invite them to present their side by a set deadline

After the individual's side has been heard, Thriftwood will then decide whether to continue with barring them. This decision would then be reviewed within a reasonable time.

4. Removing Individuals from School/College Premises

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school/college premises without legal permission to cause or permit a nuisance or disturbance. Trespassing itself does not constitute a criminal offence. To have committed a criminal offence, an abusive individual must have been barred from the premises or have exceeded their 'implied licence', then also have caused a nuisance or disturbance.

If a school has reasonable grounds to suspect that someone has committed an offence, then they can be removed from the premises by a police officer or a person authorised by the appropriate authority such as the:

- Executive Committee
- Local Authority
- Executive Headteacher, School Lead, College Lead or Estate Manager

5. Procedure during a Pandemic

At Thriftwood, we like to give our visitors a warm welcome, however, this may not always be possible during a local or national pandemic. At Thriftwood, our top priority will always be the welfare of our pupils and staff. Therefore, at times it may be necessary for us to withdraw access completely for visitors to School and College or to limit the visits to those that provide an essential professional service for our young people (e.g. social workers and healthcare professionals).

During local and/or national pandemics, Thriftwood will work with the SEAX Trust and take guidance from Public Health England, any current government guidelines and the Local Authority.



6. Definition of Terms

One-off Visitors – People who come into School/College on one occasion only and who are supervised by staff at ALL times.

Examples: Prospective Parents, Theatre Companies.

Regular Visitors – 'Regular' is defined as once a week, once a month, once a term or more. If in doubt, ask yourself, 'Is the visitor coming regularly enough to be able to form a relationship with a pupil?' If the answer is 'Yes', they are deemed to be a 'Regular Visitor'.

Examples: Sports Coaches, Volunteers, Student Teachers, Therapists.

Non-Regulated Activity – Where the visitor is supervised by a member of staff at all times, i.e. not left alone with pupils.

Regulated Activity – Where the visitor is in 1:1 unsupervised contact with pupils during their visit.

7. Pre-visit Procedure for new visitors to Thriftwood

Before a new visitor is invited to the School/College, the following information must be provided to the School/College Office on the **Pre-Visit Procedure Form** (see Appendix):

1. Full name of visitor
2. Date, time and location of visit
3. Frequency of visits
4. Visitor's company/contact phone number
5. Staff member with responsibility for visitor whilst on site
6. Purpose of visit

It will also be necessary to:

1. Request the visitor to report to Reception on arrival
2. Request the visitor to bring all necessary documentation with them on the first day of their visit, e.g. photographic ID, Third Parties Letter, DBS documentation, as required.
3. Diarise the visit in the Main School/College Diary

8. Procedure for new visitors on the Day of the Visit

All visitors are required to have their identity confirmed. This may be through:

- a. **Photographic identification** (current passport/driving licence/ECC badge etc.)
however
- b. In certain special circumstances, the above will not apply – e.g. visitors **attending training courses** or those **attending meetings with current members of staff**. Under these circumstances, the visitors in question will be **supervised at all times**.



If the visitor will be coming to School/College on a **regular basis***, the following should be applied on their first visit:

*See Definition of Terms above

1. For those visitors working for **Essex County Council** or organisations affiliated with ECC, such as **NHS Provide**, a photocopy of their ECC/NHS Provide identity badge should be taken. The Receptionist will check that the badge is in date and that the picture matches the person in question. The Receptionist will then sign and date the photocopy and pass it to the HR Lead, noting the purpose of the visit, the name of the contact staff member during the visit and the frequency of the visits going forward. These visitors will not require continued supervision during their visit.
2. Those **regular visitors** working for a range of **other providers**, such as therapists, sports coaches, peripatetic music teachers, will be expected to bring with them a standard letter of verification signed by their employer/sponsor to state clearly that all necessary safeguarding and pre-employment checks have been completed satisfactorily (**'Letter to Third Parties' – see Appendix**). This letter will be verified by the HR Lead and a decision made as to whether these visitors will/will not require continued supervision during their visits.
3. If prospective **regular visitors** are **self-employed** and will be entering into a working relationship with the School/College, they will be asked to provide all the usual documentation required in the Pre-Employment Checks procedure including relevant ID, current DBS information, proof of relevant qualifications, proof of right to work in the UK and further checks for those living/working abroad and they may need to provide insurance documents and the name of a recent employer or organisation previously frequented by the visitor, to check their suitability. Once these documents have been fully verified by the HR Lead, a decision will be made as to whether these visitors will/will not require continued supervision during their visits.

9. Procedure for Regular Visitors

Due to the nature of the provision at Thriftwood, as in many schools, there are a number of visitors who may be deemed 'regular'. **'Regular'** can be interpreted as those visitors who may work for outside organisations known to Thriftwood and whose work entails visiting staff or pupils during the school day, such as **therapists, sports coaches** etc. Regular may be described as **weekly, monthly or termly**. In some particular cases, regular may be described as **annually**; for example known cricket coaches who work with the school during the summer term only.

Known regular visitors who visit the school or college **at least once a term** will be added to the **Single Central Record**. However, in the case of such visitors, it is important to ensure that all identity, DBS and pre-employment checks remain up to date. Ultimate responsibility for this lies with the HR Lead and the Senior Leadership Team and these visitors may be asked to produce current documentation **at any time**.

Visitors who visit the School or College **less than once a term** will be subject to full and complete checks on each occasion, as if they were a 'new visitor'.



Details of regular visitors will appear on the **Single Central Record**. A copy of the **names only** of those people appearing on the Single Central Record is held on the **SharePoint** and called the **Visitor Checklist**. It is accessible to the Admin Team, including Reception at School and College. The Receptionist is therefore able to discern whether any particular visitor is known to Thriftwood and has been subject to the necessary checks. If the visitor does not appear on the Visitor Checklist, the **Visitor Check Form for Reception Staff Use** should be completed and returned to the HR Lead (see Appendix).

IMPORTANT - Please Note that if visitors are **regular**, they will be subject to the same rigidity of checks as visitors in **regulated** activity, ***whether or not*** their visit involves 1:1 unsupervised access to pupils.

Visitor Badges

At Thriftwood, a visitor badge with a **red lanyard** indicates that the visitor must remain in unregulated activity throughout their visit. A **green lanyard** indicates that all safeguarding checks are complete and that the visitor may be in regulated contact with pupils during their visit.

10. Visiting the School/College

- All visitors must report to Reception first – they may not enter the School/College via any other entrance.
- At Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification when asked. If they cannot produce appropriate forms of identification they may be asked to leave.
- If the Receptionist is expecting them, their relevant documents will be checked/photocopied.
- If the Receptionist is not expecting them, the procedure for unknown visitors (below) will apply.
- All visitors will be asked to sign the Visitors Record Book (School) or will be booked in using the electronic signing in system (College) which can be found in Reception.
- All visitors will be given an identification badge that must be visible at all times during their visit.
- At Thriftwood, a visitor badge with a **red lanyard** indicates that the visitor must remain in unregulated activity throughout their visit. A **green lanyard** indicates that all safeguarding checks are complete and that the visitor may be in regulated contact with pupils during 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.
- Visitors without a current DBS/pre-employment checks will be accompanied, or supervised, during their time in School/College. However, reason **must** be applied to this supervision, i.e. not in toilets etc. Service providers, such as the school nurse or music tutors who are regularly on site will have an induction to safe use of the premises.



- Following the appropriate signing-in procedure at Reception, the Estate Manager will be responsible for workmen/women, and trades people, during their time in School/College.
- On departing the premises, visitors should be accompanied to reception by their point of contact, return their badge and sign out using either the visitors' book or the electronic signing out system.

11. Unknown or Uninvited Visitors to School/College

- The Executive Headteacher/School Lead/College Lead or Senior Leader in charge must be informed immediately if members of the Police, Fire Service, or other official bodies arrive unexpectedly.
- Any unexpected visitors need to be politely questioned about the purpose of their visit and who they are hoping to see. The Receptionist should:
 - Ask for identification e.g. a driving licence/company identification card. A uniform alone is not proof of ID or profession – photo ID is still required.
 - Maintain the person in Reception and call for assistance.
 - If there is any doubt about the visitor they must not be allowed into the main building.
- Any member of staff must politely challenge any visitor/stranger in school or college who is not wearing any identification or is acting suspiciously and enquire who they are and their business on the site.
- In the event that a visitor behaves in an unacceptable or threatening manner and becomes abusive and aggressive, the Executive Headteacher/School Lead/College Lead or Senior Leader should be informed immediately. The visitor will be asked to leave the premises immediately and warned that if they fail to leave the grounds, police assistance will be requested.
- The safety of staff and pupils remains paramount at all times and this policy should be used in conjunction with Thriftwood's Emergency Management Plan, should individual circumstances dictate.

12. Outcomes

This policy will promote the excellent ethos of Thriftwood School & College. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the School/College.

13. Dissemination

This policy is publicised to all in the School/College community through:

- Staff Development Meetings
- SharePoint
- A copy of this policy and appendices is held in the Reception areas at both Thriftwood School and Thriftwood College for reference at all times.



Visitors' Check Form for Reception Staff Use

(To be completed by a member of Admin Staff and returned to HR)

<u>Details</u>	<u>Reception – Please Complete:</u>
1) Does visitor appear on the Visitor Checklist ? (Admin Drive)	YES/NO <u>If the answer is 'NO' please complete this form and return to HR</u>
2) Date & Time of visit:	
3) Is this visit a ' one-off ' or part of a regular set of visits ? If regular please give frequency/end date:	
4) Full Name of Visitor:	
5) Company/Agency Name:	
6) Contact Name at School/College:	
7) Photographic Identification provided (check name, picture and date) and photocopy. Receptionist: Sign, date and <u>staple copy to this form</u> . (Only accept current passport, driving licence or official employee photo badge)	
8) Does visitor have a <u>current</u> ECC/NHS/Provide/Virgin Care Photo-badge dated within the last 3 years? IF SO: Receptionist: Photocopy, sign, date & return to HR. In this case, all safeguarding checks will be in place and the visitor can engage in regulated activity. IF NOT: Receptionist: please complete box 9 below.	
9) If visitor will be in regulated activity (i.e. unsupervised situations with pupils) during visit then: full details in the Letter to Third Parties (appendix below) must be completed and returned by their organisation. This must be checked by HR before they can be allowed to work unsupervised.	LETTER TO THIRD PARTIES COMPLETED AND ATTACHED? YES/NO
10) Lanyard Assigned:	RED/GREEN



Pre-Visit Procedure Form for Staff Use

To be completed by member of staff prior to the day of visit

<u>Action</u>	<u>Please Complete:</u>
1) Full Name of Visitor:	
2) Visitor's Company/category (i.e. parent):	
3) Staff Member with responsibility for Visitor whilst on site:	
4) Date, Time and Length of Visit:	
5) How often/when will the Visitor be coming in to School or College, i.e. weekly/monthly?	
6) Purpose of Visit:	
7) Location/Meeting Room for Visit:	
8) Has visitor been asked to bring photographic ID ? Is this ID a current ECC/NHS/PROVIDE/VIRGIN CARE standard ID CARD?	Photo Identification: YES/NO ECC/NHS/PROVIDE/VIRGIN CARE ID Card: YES/NO* *If YES No further information is required. Please return this form to HR
9) Will this be a regular visitor ? IF SO: they will need to bring a letter from their organisation stating that all safeguarding checks are complete – See Letter to Third Parties	Will visitor be bringing a completed Standard Letter to Third Parties? YES/NO
10) Is this a regular self-employed visitor or a visitor from an unknown organisation? IF SO: they need to bring current Photo ID, DBS documentation (if in regulated activity) AND be prepared to provide original qualification details, insurance details and a previous employer's phone number to check suitability	Will visitor be bringing all documentation as stated in Section 9? YES/NO
11) Have you asked the visitor to report to Reception on arrival?	
12) Have you diarised the visit in the main School or College diary?	
13) Please return this form to the School/College office <u>prior to visit day</u>	

For Use by Office/HR:

Notes:

Permission necessary from Safeguarding Designate? YES/NO

Staff Member Informed of Outcome: Office Initials: Date:



Third Party Letter Template – Individuals Employed in another Organisation

Dear

[INSERT: Name of Individual Concerned]

We are very pleased to learn that your above employee is coming to work at our school.

As an educational establishment, we are bound by strict safeguarding requirements, and must record certain details pertaining to third parties on our Single Central Record. We therefore require confirmation from your organisation, on headed notepaper or by company email that your employee has been subject to the required pre-employment checks, in line with Keeping Children Safe in Education, as follows:

- Enhanced DBS Check (with Childrens/Adults Barred List Checks)
- Regular Safeguarding Training
- Right to Work in the UK Check
- Proof of Identity Check
- Suitable References
- On-Line Checks
- Checks on individuals who have lived or worked abroad (if relevant)

Please sign and return the declaration below as your confirmation.

I confirm that the above individual has been subject to the above checks in line with the requirements of KCSIE and that all checks are satisfactory,	
Signature (Please print and sign by hand):	Name:
Position in Organisation (Please ensure that this is a person with relevant authority):	Date:

***PLEASE NOTE: The individual will be required to bring proof of their identity with them on their first day – ideally this should be photographic ID i.e. a passport or driving licence, but we do not require copies of the evidence of other checks once this letter has been completed and returned to us.**



In the event that any of these checks have not been completed satisfactorily, we regret that we may not be in a position to allow the individual to work at the school.

If you have any queries, please contact Gemma Ellis on 01245 262779.

Thank you for your co-operation.

Yours sincerely

Georgina Pryke

Georgina Pryke
Executive Headteacher, Thriftwood School and College