
VISITORS POLICY

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1. Introduction

- 1.1 This policy sets out the procedures for managing visitors to school sites in order to safeguard pupils, staff, and visitors and to meet statutory safeguarding requirements.
- 1.2 This policy applies to all visitors to Cranmer Trust schools and sites, including parents, former staff and students, governors, volunteers, contractors, and supply staff.
- 1.3 Where possible, all visitors should be accompanied at all times whilst on the school site. However, where operationally necessary and where visitors have provided satisfactory evidence of identity and safeguarding checks, they may be approved to be unaccompanied. Approval may only be granted by the HR representative, Business Manager or Headteacher.

2. Entry procedures

- 2.1 Where possible, staff must give the receptionist advance notice of visitors, giving name, organisation, and time of arrival. This is particularly important for groups.
- 2.2 On arrival at the school site, visitors must identify themselves at the point of site entry by stating their name, organisation and who they are visiting.
- 2.3 All visitors are directed to the school's main reception, signs for which are clearly displayed. At reception they must sign in and are issued with a visitor's badge and lanyard which must be worn visibly at all times whilst on the school site.
- 2.4 Visitors are made aware of the safeguarding procedures (including Designated Safeguarding Lead), health and safety and fire evacuation procedures via information displayed clearly on the reception desk and / or on the visitor lanyard

3. Single central record and safeguarding

- 3.1 Each school maintains a single central record (SCR) which includes visitors who have previously provided satisfactory identity and safeguarding checks to the HR representative, Business Manager or Headteacher.
- 3.2 The SCR is a live document which is updated on a regular basis by the HR team.
- 3.3 Reception staff have read only access to this document and must report any anomalies to the HR team or Business Manager.
- 3.4 When a visitor signs in, their identity will be checked and where applicable cross referenced against the SCR. Any queries are escalated to the HR representative, Business Manager or Headteacher.
- 3.5 Only visitors who are registered on the SCR and / or have satisfactorily proven their identity and DBS status to the HR representative, Business Manager or Headteacher are permitted to be unaccompanied whilst on the school site, although this should be avoided where possible. These visitors are identified by the school's visitor (DBS) lanyard.
- 3.6 All other visitors must be accompanied at all times by a responsible, DBS checked adult (normally the member of staff they are visiting) and issued with a visitor (no DBS) lanyard.

- 3.7 All staff have a responsibility to challenge any individual on site who is not wearing a visible staff or visitor badge.
- 3.8 If visitors are unaccompanied and have a visitor (no DBS) lanyard, the member of staff should accompany them to reception where their presence will be verified and the member of staff they are visiting will be contacted.
- 3.9 Student should be encouraged to notify the nearest member of staff if they observe someone without identification or an unaccompanied visitor on a visitor (no DBS) lanyard.
- 3.10 If the visitor should not be on the site, the member of staff should accompany them off site and the incident reported to the Headteacher.

4. Exit procedures

- 4.1 At the end of a visit, visitors are accompanied, or, if on a cleared DBS lanyard, must make their own way, to the main reception where they sign out and return their lanyard and visitor badge to the receptionist. Where the receptionist has left for the day, the badge should be returned to the staff member they are visiting for safekeeping.

5. Contractors

- 5.1 Where practicable, contractors should attend site outside of the school day or during school holidays. However, depending upon the nature of the works, this is sometimes unavoidable.
- 5.2 Contractors must report to reception and follow sign-in procedures.
- 5.3 Contractors who have provided satisfactory DBS clearance and photographic identity in advance may be escorted to their working area following a site induction by their supervising member of staff, who is also responsible for monitoring the working practice of the contractor throughout their time on the school site.
- 5.4 If the contractor has no evidence of enhanced DBS clearance and/or no ID, the relevant member of staff must arrange for them to be supervised at all times.

6. Visitor protocols

- 6.1 The following protocols are made clear to visitors:
 - 6.1.1 Regular visitors who are allocated Visitor (with DBS) lanyard may be subject to additional, periodic safeguarding checks.
 - 6.1.2 Fire alarm: visitors will be made aware of the appropriate fire evacuation location.
 - 6.1.3 In the unlikely event of an evacuation, follow instructions from staff members.
 - 6.1.4 Any safeguarding or health & safety concerns must be reported a staff member. Safeguarding lead information is displayed at reception.
 - 6.1.5 Visitors must only use WC facilities which have been assigned as appropriate for adults. If in doubt, please check with a member of staff
 - 6.1.6 No smoking or vaping is allowed anywhere on school sites.
- 6.2 Lanyards must be clearly visible at all times and are categorised as follows:

School	Staff	Visitor who must be accompanied at all times	Visitor who may be unaccompanied
CET Central	Blue	Red (BCS Visitor)	Black (BCS Visitor)
CET TTD	Purple	Red (BCS Visitor)	Black (BCS Visitor)
Rhodes Green	Navy Blue	Red	Black
Mayfield Primary School	Purple	Red	Black
St Anne's	Blue	Red	Grey
St George's	Red	Green	Blue
St John's	Teal	Red	Green
St Matthew's	Blue	Red	Gold
Saddleworth School	Black	Orange	Green
The Blue Coat School	Blue	Red	Black
The Brian Clarke CE Academy	Gold	Red	Black
The Radclyffe School	Black Black Kier (Kier staff)	Red	Blue

7. Staff protocols

7.1 All staff must:

- 7.1.1 Notify reception in advance of visitors arriving on site, giving as much detail as possible.
- 7.1.2 Ensure all visitors bring appropriate photo ID documentation, preferably their work's ID badge.
- 7.1.3 Ensure visitors requiring unaccompanied access have provided, through their employer, identity, and DBS clearance proof in advance of their visit. This information should be passed to the HR representative.
- 7.1.4 Accompany visitors wearing a visitor (no DBS) lanyard all times by a staff member, this includes visits to the toilets and restaurant.
- 7.1.5 Collect and return visitors to reception.
- 7.1.6 Ensure visitors sign in and out, including outside normal school hours.

8. Cross references

8.1 Safeguarding and Child Protection Policy

8.2 Volunteer Policy

8.3 Keeping Children Safe in Education ([Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/67260/Keeping_Children_Safe_in_Education.pdf))

8.4 No Smoking Policy