



# POCKLINGTON SCHOOL FOUNDATION

## VISITOR POLICY

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Policy Owner (s):	Gareth Hughes, Assistant Head (Staff Development and School Operations)
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## POCKLINGTON SCHOOL FOUNDATION VISITOR POLICY

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 Governors and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governors recognise 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 visitor's escorted departure from the school site.

### **Policy Responsibility**

The Assistant Head (Staff Development and School Operations) is the member of staff responsible for the implementation, coordination, and review of this policy. This person will also be responsible for liaising with the Reception and Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Assistant Head (Staff Development and School Operations) with immediate effect.

### **Aim**

To safeguard all children under the school's responsibility both during school hours and during out of school hours activities which are arranged by the school. The aim is to ensure that pupils at Pocklington School can learn and enjoy extracurricular experiences in an environment where they are safe from harm.

### **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 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.)
- 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 must follow the procedures below.

- Once on site, all visitors must report to reception in the first instance.



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- At reception, visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request (if needed).
- Visitor details will be recorded in the electronic visitor record by the Receptionist who will make note of name, organisation, and who they are visiting.
- Visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Information about fire safety evacuation and safeguarding children are on the backs of the visitor badges which the Reception will make visitors aware to view. Visitors are encouraged to read a copy of the Safeguarding Children booklet in the Reception, which gives guidance for adults visiting or working temporarily at Pocklington School.
- Visitors 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.

### **Visitors Departure from School**

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

- The Reception will enter their departure time in the electronic visitors record alongside their arrival entry.
- Return the identification badge to reception.

### **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 be signed into the electronic visitor record and be issued with an identity badge. The procedures under “Visitors to the School” above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Assistant Head (Staff Development and School Operations), or Senior Leader should be informed promptly. The Assistant Head (Staff Development and School Operations) or Senior Leader 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 complete a DBS check (if not already held) via the HR Department.
- New Governors will be made aware of this policy as part of their induction. This is the responsibility of the Headmaster, the Bursar, and Chair of Governors.
- All Governors should register with the Reception that they are on site and wear their Governor Lanyard during the visit.
- New volunteers will be asked to comply with this policy by the staff they first report to as well as the HR staff when coming into school for an activity or class 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.



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### **Specific guidance for members of staff organising visits from external agencies**

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Provide each visitor with a named school contact.
- Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments.
- Staff should inform the relevant school staff of the intended visit and remit of the visitor, including the Reception.
- The school contact will be responsible for the visitor/external agency whilst on site.
- External speakers and visitors are permitted to visit the School but must ensure that they also comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward - or in the manner in which they express these views or ideas - they do not infringe the rights of others or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds. Therefore, in order to protect staff and pupils of all backgrounds, the School requires that all external speakers and visitors to the School abide by all safeguarding and H&S Policies.
- External speakers and external visitors must take great care to ensure they do not create an intimidating, hostile, degrading, humiliating, or offensive environment for others at the School. Therefore, all speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience - or could reasonably fear - harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:
  - Ethnicity or race.
  - Religion and belief (incl. lack of).
  - Sexuality (heterosexual, bisexual, lesbian, gay).
  - Gender.
  - Disability.
  - Trans status.
  - Age.
  - Civil.
  - Pregnancy and maternity.
  - Partnership and marriage.

If an external speaker or external visitor contravenes this guidance, the School reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

### **Religious hatred**

Religious hatred offences (introduced into the Public Order Act 1986 by the Racial and Religious Hatred Act 2006) occur where the following actions are committed with the intention to stir up religious hatred:

- The use of threatening words or behaviour.
- The display of threatening written material.
- The publication or distribution of written material which is threatening.
- The public performance of a play involving threatening words or behaviour.
- The distribution or showing or playing of a recording of visual images or sounds which are threatening
- The broadcasting of a programme which includes threatening visual images or sounds.



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- The possession of written material, the recording of visual images or sounds, which are threatening, with a view to their display, distribution, publication, playing or broadcasting.

All speakers will be made aware of their responsibility to abide by the law, and the school's various policies, including that:

- They must not incite hatred, violence or call for the breaking of the law.
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such act.
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.

### **Pandemic Guidance**

During a Pandemic this visitor policy will be replaced by the visitor policy during a pandemic, which will be available to view when guidance from Government and Public Health England regarding the necessary measures for school have been disseminated.



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### Appendix 1:

#### Visitors and Speakers protocol

We hope you have a pleasant visit at Pocklington School. Please read and confirm the school's policy with regards to external visitors and speakers.

- To adhere to the policies and ethos of the school at all times during their visits.
- To produce formal identification upon request.
- Visitors' information will be recorded electronically in the visitor record by the Reception who will make note of your name, organisation, and who you are visiting .
- All visitors are required to wear an identification badge, the badge must remain visible throughout their visit.
- When leaving school visitors are asked to leave via reception who will sign out visitors in the electronic record.
- Ensure the person you are visiting informs you of the school health and safety regulations.
- Ensure the opinions that are expressed during your visit of any nature comply with the regulations and ethos of the school.
- Speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience or could reasonably fear – harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:
  - Ethnicity or Race
  - Religion and belief, including lack of religion and belief - Sexuality – heterosexual, bisexual, lesbian and gay - -Gender
  - Disability
  - Trans status
  - Age
  - Civil partnership and marriage
  - Pregnancy and maternity
- If an external speaker or visitor contravenes the guidance, the school reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.
- All speakers and visitors should abide by the law, and the school's various policies.
- You must not incite hatred, violence or call for the breaking of the law.
- You are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such act.
- You must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.
- If you have brought the following items with you (a mobile phone, iPad or laptop) into school please confirm you will not take photographs in the school or share any activities in school on social media without permission.