



ST MICHAEL'S CATHOLIC COLLEGE

Visitor Policy and Procedure 2024-26

Policy Statement

St Michael's assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The college also 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, nuisance or inappropriate influence. It is the responsibility of the Principal and all staff to ensure that this duty is followed at all times. In performing this duty, the college recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The college therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Principal is the member of staff responsible for implementation, coordination and review of this policy. The Principal will also be responsible for liaising with staff, office team, the Designated Safeguarding Lead and Safeguarding officers as appropriate. All breaches of this procedure must be reported to the Principal and DSL Failure by staff members to adhere to this policy may lead to disciplinary action.

Aims

To safeguard all children within the college's responsibility both during college hours and out of hours activities which are arranged by the college. The ultimate aim is to ensure that pupils can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The college also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the college, which is understood by all staff, governors, visitors and parents and adheres to child protection and safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

Where and to Whom the Policy Applies

The college is deemed to have control and responsibility for its pupils anywhere on the college site (i.e. within the school boundary), during normal college hours, during after school activities and on college organised (and supervised) off-site activities. Visitors are defined as all people other than current staff members, long term agency staff and current pupils.

The policy applies to:

- All external visitors entering the college site during the college day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, social workers, health professionals, university tutors etc).
- Building & maintenance and all other independent contractors visiting the college premises.

Please note that all former staff members, former students, family and friends of current staff must be regarded as external visitors and all aspects of procedures for external visitors will apply to them, see below for more details.

Visitor Principles of Good Conduct

All visitors must follow basic principles of good conduct when on the college site. These principles are:

- Speak to staff in a respectful manner;
- Act in an orderly way;
- Adhere to college rules.
- Smoking (including e-cigarettes/vapes), consuming alcohol or any illegal substance is prohibited at all times throughout the college site.
- All visitors are responsible for any children accompanying them on site and such children must be supervised by the visitor;
- If a visitor wishes to make a complaint, they are advised to follow the college's Complaints Procedure, which can be found on the college website.

Visitors to St Michael's Catholic College are most welcome. If, however, the above principles are not followed appropriately, then action will be taken to remove them from the college site which could involve also informing the police. In the case of parent/carer visitors this may also result in consequences in line with the college unacceptable conduct of parents/carers policy which could result in procedures to restrict access to staff and or ban them from the college site.

Protocol and Procedures

External Visitors Invited to the school

a) Before any visitor is invited to the college, the Principal must be informed along with any relevant members or the senior leadership team e.g line manager etc with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. The member of staff should have followed the checklist for staff organising visits from external agencies/guest speakers if applicable.

b) When inviting visitors to the college the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit, asked to provide details in advance of their DBS number if they have one and be

informed of the procedure for visitors as set out below:

- Members of staff arranging for and hosting visitors must inform Susan Shaw in advance and if the visitor has a DBS number also provide this to Susan Shaw in advance so that this information can be entered into the single central record which is a statutory safeguarding requirement and their name can be added to the inventory system
- All visitors must report to the college reception via the main entrance and no visitor is permitted to enter the school 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. All visitors will be asked to sign-in on the inventory system. All visitors will be required to provide their name, organisation (if applicable), who they are visiting and vehicle registration (if applicable).
- All visitors will be required to wear a visitor identification lanyard. The lanyard must remain visible throughout their visit. The lanyards in college are coloured to reflect the level of clearance they have around school :
 - A blue lanyard indicates school staff
 - A green lanyard indicates that they are an approved visitor and the college has seen full identification including enhanced DBS certificate, are therefore part of the school SCR and it has been agreed by the Principal that they do not have to be accompanied at all times. There should however be an agreed member of staff responsible for them.
 - A red lanyard indicates that we have not seen a DBS and or identification and the visitor must be accompanied at all times.
 - An orange lanyard indicates a Governor who has a DBS. Please note parent Governors should be given red visitor lanyards if they are visiting in a parent capacity.
- All visitors must be given the opportunity to read the college's safeguarding and child protection policy, general information about schools premises, health and safety policy, and Fire Evacuation Plan.
- 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 Visitor List (as above)

c) On departing the college, visitors should leave via the main reception and sign out on the inventory system, returning the identification lanyard to reception.

Parent/Carer Visitors

Partnership with parents and carers is important. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The college has clear procedures for managing the movement of parents / drivers dropping pupils off at the school gates at the start and end of the school day and for controlling their access.

- Parents who visit the school site other than to drop their child off at the back gate are expected to report to the main reception to make the purpose of their visit known.
- Parents are expected to follow the procedures set out for external visitors above.

When parents have signed in, they will be issued with a red visitor lanyard and then their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit.

- Exceptions to this are when there is a planned school or classroom event (eg, Open Day, Curriculum evening etc), in which case there will be sign in points with paper based sheets or eventbrite scanners as appropriate and college staff will be deployed to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

Former Staff and Pupils

Should former staff or pupils want to visit the premises and make a request in advance this needs to be authorised by the Principal prior to them visiting. If a former member of staff or former pupil turns up unannounced in reception permission must be sought from the Principal or one of the Vice Principals in their absence before they are signed in. Former staff and pupils will be expected to follow the policy for adult external visitors and in both cases no unsupervised liaison with current students will be permitted.

Checklist for Staff Organising Visits from External Agencies/Guest Speakers

- Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people. Staff arranging speakers at the school must notify the Principal in advance of the plans so that she can be assured that the appropriate checks are carried out to ensure messages delivered are appropriate and align with the stated values of the school.
- Check (or ask a senior member of staff to help with this) that the visitor comes from an organisation which has values which align with those of the school. This may involve a Google search and the CES visitor checklist should be completed see Stephen Kelly for more details.
- Agree in advance re: details of what the content of the talk/lesson will be. Before the visit, discuss with the visitor how the session fits in with the school's programme, schemes of work, values and ethos.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session. Inform the visitor of: number, age and gender ratio of students' background, ethnicity and culture of students, special educational needs (if applicable).
- Provide access to relevant school policies e.g. risk assessments, as appropriate. Inform relevant people of the presence and remit of the visitor, e.g. school reception in advance for single central record checks.
- Inform pupils in advance of the activity, provide the visitor with a named contact, organise meet and greet arrangements and classroom or assembly lay out.
- Ensure relevant staff member (i.e. subject teacher, L/Learning) are present during the session and responsible for class discipline.
- Ensure the activity meets Health and Safety guidelines.

Unidentified Visitors

To safeguard all children and staff, if visitors are not wearing an identification lanyard, staff must politely challenge the visitor about the nature of their visit. The visitor must then be escorted to reception so that identification checks can be made and a lanyard can be issued.

If the unknown visitor does not comply this is an urgent safeguarding issue which indicates a serious breach and the Principal must be informed so that emergency safeguarding procedures can be implemented.

Signed:

Chair of Governors

Date:

Review date: July 2026

Linked Documents:

CES visitor approval form

https://www.google.co.uk/search?q=CES+visitor+approval+form&scas_esv=af10a1c73c08f357&ei=4UHQZqKIBvaHptQP05aQiAw&ved=0ahUKEwji_POJ9JmIAxX2g4kEHSMLBMEQ4dUDCBA&uact=5&oq=CES+visitor+approval+form&gs_lp=Egxnd3Mtd2l6LXNlcniGUNFUyB2aXNpdG9yIGFwcHJvdmFsIGZvcn0yBRAhGKABMgUQIRigAUixQVDcBljhNnACeAGQAQCYAYYBoAG5BaoBAzYuMrgBA8gBAPgBAZgCCqAC5QXCAGoQABiwAxjWBBhHwgIIEAAYgAQYogTCAggQABiiBBiJBcICBhAAGAcYHsICBRAAGIAEwgILEAAYgAQYhgMYigXCAgcQABiABBgNwgIIEAAYBRgNGB6YAwDiAwUSATEgQIqGAZAGCJIHAzcuM6AH6ig&sclient=gws-wiz-serp#vhid=zephyr:0&vssid=atritem-https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/download/76761_3118463c4bde3f79b84c618777dba0ea