



NOTTINGHAM BRITISH SCHOOL

School Visitors Policy and Procedures

2023-2024

Policy Statement

On behalf of the Director and School Community, we assure all visitors a warm, friendly and professional welcome to Nottingham British School, whatever the purpose of your visit.

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 our staff to ensure that this duty is uncompromised at all times.

In performing this duty, we 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 to do so may result in the visitor being escorted from the school site.

Policy Responsibility

The Office Staff are responsible for implementation, coordination, and review of this policy. These persons will also be responsible for liaising with the school's security staff and Child Protection Officers as appropriate. All breaches of this procedure must be reported to the Director.

Aim

To safeguard all children under this school's responsibility both during school hours, curriculum and out-of-school hours' activities which are arranged by the school. The ultimate aim is to ensure that students at Nottingham British School can learn and enjoy extra-curricular 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 (i.e. within the school boundary fence), 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 sports coaches, and topic related visitors)
- All parents and volunteers
- All pupils
- Other Education related personnel (Ministry Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on buses

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification (Civil ID) with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- At times when the gates are closed, all visitors must stop at the reception desks to gain access to site, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration.
- All visitors will leave their Civil ID with the Reception staff and will be handed a Visitors Badge. They will be required to wear the identification badge – the badge must remain visible throughout 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school including contractors.

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a company id **AND**
- b) They have the written authorisation of the Director/Owners to travel around the school site unaided.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be kept behind reception at all times.

Visitors Departure from School

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

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception and collect their Civil ID.
- A member of staff should escort the visitor to the exit doors (ensuring the visitor does not re-enter the school site, potentially breaching security).

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 sign the visitors book and be issued with an identity badge and leave their Civil ID Card. 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 Director/Principal (or Senior Leader if neither is available) should be informed promptly.

The Director 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.

7. 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.

8. Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Fire Safety Policy

Policy Review

The policy will be reviewed in June 2023

By SLT

Next reviewed by 1st June 2024

Signed _____

Date _____