



Policy No: 14.27

## APPLEFORD SCHOOL VISITORS' POLICY

This policy applies to the whole school, including boarding

This policy, which applies to the whole school, is publicly available on the school website and on request; a copy (**which can be made available in large print or other accessible format if required**) may be obtained from the School Office.

### Applies to:

- All visitors and volunteers working in the School

### Available from:

This Policy can be viewed in the School office, or on the School website, or an electronic copy or hard copy can be requested from the School Office.

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster
- The Headmaster and Proprietor undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Dr Peter Gardner  
Proprietor

Mr David King  
Headmaster

Date: September 2020

Review Date: September 2021

Appleford School receives visitors for many different reasons on a daily basis.

At times we are able to utilize visitors to the School as an educational resource. We value their contribution and welcome the opportunity to draw upon the wider community and to benefit from the unique contributions that can be made to the knowledge, understanding and experience of our pupils.

However difficulties may arise with visitors who are not accustomed to Schools and in order to match expectations for the purpose of compliance, it is necessary to follow the guidelines in this policy.

Visitors on their first visit (with the exception of parents and those who have parental responsibility) are required to either have previously, or on the day of the visit, produced two forms of identity, one of which must be photographic. If a visiting speaker is in a regulated activity, such as giving a talk in a lesson, then a barred list check will be made for this purpose. The visitor's full name and date of birth is required. If the visitor is to be alone with pupils such as a therapist / psychologist / speech and drama examiner, then a DBS is also required. If

*Appleford School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

the visitor is here on two or more occasions per term and is to be alone in a regulated activity with pupils, then they are to be entered on the Single Central Register (SCR).

All visitors should report to the School Reception during official school working hours (0815-1715 hrs) where they will sign the visitors' book. Where possible, the School Receptionist should be informed in advance of the date and name of the visitor. The request for evidence of identification can be made prior to a visitor entering the school. Otherwise the identity is produced at the time of arrival.

At that point a decision will be made whether the visitor should be on the site accompanied or unaccompanied and the appropriate visitor badge issued (red lanyard shows that the visitor should never be unaccompanied / grey lanyard shows the person is a visitor, but is able to be alone with a child (ie visiting assessors) / yellow lanyard shows that the visitor is a Reader or Scribe at Appleford).

The criteria for whether a person is accompanied or not is whether they have a valid Enhanced DBS clearance which they can show at reception. A barred list check will also be made at that time. If this is not possible, a visitor should be escorted around the School site at all times and must not have unsupervised access to pupils. If the decision is taken that the visit should be accompanied a guide will be called to take the visitors around the school, at all times the accompanied visitor will remain in the company of the guide until the visitor leaves the premises after signing out via the school secretary.

Visitors will be given a visitors badge for the duration of their stay which they should wear in a prominent position on their clothing; they will also be briefed about H&S matters, including fire evacuation procedures.

Unaccompanied visitors will also wear a badge and book in and out of reception.

Contractors will be accompanied at all times during term time.

Appropriate safeguarding and prevent duty checks upon visiting speakers and other visitors will be made and recorded.

On signing in, visitors are given a 'Guidance for adults visiting or working at Appleford School' leaflet, containing the school map, safeguarding, first aid, child protection and fire alarm procedures. The visitor is notified if the school is expecting a fire alarm and verbally informed of where the fire assembly muster point is.

Visitors out of school hours make contact with relevant Houseparents. On arrival they are met at the entrance to the boarding house and are supervised at all times on site (as above).