



1. Policy Statement

Richard Challoner School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school 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 Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school recognises 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's escorted departure from the school site. If a member of staff has concerns about a visitor, contractor, supply staff, visiting student teacher or volunteer's suitability to work with children, they should raise this with the Designated Safeguarding Lead (DSL) / or Safeguarding Leads at the earliest opportunity.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the school's Premises Manager, Bursar, office team and safeguarding leads as appropriate. Failure by staff members to adhere to this policy may lead to disciplinary action.

3. Aim

- To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school.
- To ensure that all students can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm.

The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

4. 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 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.

Richard Challoner School

Visitor and Contractor Policy



Policy Date – January, 2024

5. 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 organised off-site activities.

Visitors are defined as all people other than current staff members, long term agency staff or pupils. This policy applies to:

- All governors of the school.
- All external visitors entering the school site during the school 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, health professionals etc...).
- Building & maintenance and all other independent contractors visiting the school premises.

6. School Visitors

A) one-off visitors

- All visitors must report to the main school reception. They should explain who they are and the purpose of their visit. They should be ready to produce some form of photographic identification if asked to do so. The person that they are visiting will be contacted so they know that their visitor has arrived.
- All visitors must sign in using the ipad and Sign In app, located at the front desk. Their photo will be taken, and a visitor badge printed. This will be issued to them as a lanyard with a red strap, clearly marked as "Visitor".
- All visitors will be handed written details of what they should do if they have any concerns for the safety or wellbeing of any pupil (this information is provided on the back of visitors' badges) and will also be advised of the school's fire safety procedures and evacuation procedures in an emergency.
- All visitors are required to wear a visitor's lanyard throughout their visit (all members of staff wear a Richard Challoner School photographic identification badge on a black lanyard marked 'staff' at all times when on the school site).



- Visitors will be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor, who will remain supervised in the waiting area until that time. The contact will then be responsible for the visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied or to be unsupervised at any time unless they have authority from the Head teacher or a member of the Senior Leadership Team (such authority will only be given where the visitor has produced an enhanced DBS Certificate with barred list check and their identity has been checked).
- When leaving the school, all visitors must leave via the main school reception, sign out from the ipad and Sign In App and return their identification badge and lanyard.
- Any visitor to the school site who is wearing a red lanyard and is found to be unsupervised should be escorted to reception and the responsible member of staff contacted.

B) Regular Visitors

Richard Challoner School has many regular visitors, such as outside professionals (SALT, OT, Peripatetic music teachers, Ed Psychs to name but a few) or student teachers, that will visit our school regularly.

These visitors will still come to the school reception to sign in/out on the Sign In app, but will be given a lanyard with a green strap. Governors have a Governor marked lanyard with a door entry card.

Their DBS details will be kept by the Head's PA on the single central record, and on their first visit, they will be ID checked with photographic ID. A list of all cleared regular visitors will be held by the office staff, so they will be aware of who is DBS checked and who is not. Any that aren't will be referred to the Head's PA in the first instance, before being admitted into the school.

Any regular school visitors will be able to move around the school, without the need to be accompanied.

Challenging unknown visitors

Any visitor who is not wearing any visitor lanyard should be challenged politely to ascertain their identity and their business on the school site. They should then be escorted to reception to sign the visitors' app (and produce proof of identity if required) and be issued with the appropriate visitor badge and lanyard. They should then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor, who will remain supervised in the waiting area until that time.



In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head teacher (or a member of the Senior Leadership Team in their absence) should be advised at once. The Head teacher (or in their absence a member of the Senior Leadership Team) will consider the situation and decide if it is necessary to inform the police.

- Aggressive or abusive visitors will be asked to leave the site immediately and warned that if they fail to leave the school site the police will be called.
- Any visitors who are legitimately on the premises on a regular basis and who potentially have unsupervised contact with pupils must obtain an enhanced DBS certificate.

C) Regular Visitors

The Bursar is responsible for the appointment of contractors carrying out construction, maintenance or other work on the school site. The school will follow its procurement procedures to ensure, so far as is reasonably practicable, that contractors are competent.

The Premises Manager is responsible for their management on site. Contractors are required to provide the school with a copy of their own Health and Safety Policy (where they are carrying out building or maintenance works), a valid certificate of public liability insurance and certificates of membership of relevant trade bodies.

For larger building or maintenance contractors a formal agreement will be established regarding access to specific areas of the building. Where practicable, physical separation – fencing off of the work areas, will be utilised to provide additional safeguards.

The Premises Manager will issue all contractors with a copy of the school's Instructions for Contractors Working on Site. Contractors are required to sign to confirm their agreement to follow these instructions while working at the school.

We will ensure that any regular contractor who is to work at the school has been subject to the appropriate level of DBS check in accordance with the provisions of the Department for Education Guidance Keeping Children Safe in Education (latest version).

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised during term time or at any other time when pupils may be on site.



We always check the identity of contractors on arrival at school and that the person presenting themselves at the school is the same person on whom the checks have been made. All contractors must go through the same entry and exit procedures as other visitors and must wear a visitor's lanyard whilst they are on site, as set out above.

PTA Visitors

The PTA can be identified at events by wearing a Yellow Lanyard marked PTA. Members of the PTA have not been DBS checked.

7. Staff Development

As part of their induction, new staff will be made conversant with this policy for 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:

- Safeguarding & Child Protection Policy
- Health and Safety Policy
- DfE - Keeping Children Safe in Education (latest version).

Review Due: January 2025

Review Cycle: Annual