





VISITOR POLICY

St John Fisher Catholic High School



School	St John Fisher Catholic High School
Date adopted by Governing Body	16 June 2021
Signed (Chair)	 Mr D Mallin
Signed (Headteacher)	 Mrs A Rigby

Produced by	Mr J Maw & Mr T Cairney
--------------------	------------------------------------

Date to be reviewed	Comments
June 2022	Version May 2021



At St John Fisher High School we will ensure that at every level, in all our work and throughout all aspects of School community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, appearance, health conditions, home or personal situation, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our School will tackle the barriers, which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our School community. The School will work actively to promote equality and foster positive attitudes and commitment to an education for equality.



LEARNING TOGETHER AS A COMMUNITY IN CHRIST

Statement of intent

This policy is designed to outline St John Fisher Catholic High School's procedures regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

The responsibility for management of visitors to our school lies with the Head teacher, Safeguarding Leads and Governing Body. Visitors must, without exception, comply with the school's procedures regarding visits to the school site and failure to do so may result in being asked to leave the premises.

The Head teacher is responsible for ensuring all staff are aware of and understand the school's procedures regarding visitors to school.

The Head teacher and Governing Body assures all visitors a warm, friendly and professional welcome to St John Fisher Catholic High School, whatever the purpose of their visit.

This policy operates in conjunction with the following school policies:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Fire Evacuation Policy

1. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 01942 510715.

The school office staff will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

In advance of a proposed visit, individuals should contact the school office giving ideally at least 1 week notice, (preferably with details of enhanced DBS, see section 2) .



A member of the SLT should always be notified of a proposed visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to a member of the SLT for authorisation. The school reception staff will be informed of the visit.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. However, we would always discourage visits without prior notice.

Parents are strongly discouraged from visiting the school ***without making an appointment with a relevant staff member*** during school hours, unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in section 3.

2. Safeguarding

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff.

The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.

Our pupils are naturally inquisitive, curious and friendly and may wish to engage in conversation with visitors in school. Teaching and non-teaching staff will provide regular reminders for pupils not to converse with visitors as we do not wish for visitors to inadvertently place themselves under suspicion. Pupils will also be expected to inform a member of staff immediately if they see a visitor on site not wearing a lanyard and ID badge. Please do not take offence if challenged by a staff member or student. Please return immediately to reception if you misplace your lanyard.

Should the behaviour of a visitor present safeguarding concerns, the school's DSL would contact Wigan LAs Designated Officer regarding Allegations (DOA) for advice.

A visitor will require an enhanced DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.



The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstances should a visitor who has not undergone an enhanced DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

Where appropriate, risk assessments will be undertaken relating to visits to the school.

3. Visiting procedures

Wherever possible, visits to the school should be pre-arranged.

All visitors to the school, including parents, must comply with the following procedure:

- Immediately report to the main school office (Baytree Road) upon arrival. Do not attempt to enter the school by any other entrance.
- Provide their details to the school reception staff, including:
 - Full Name
 - Purpose of visit
 - Name of pupil the visit pertains to
 - Name of staff member the visit pertains to
 - Expected length of visit
- Sign in using the Inventory electronic registration system (InVentry). When signing in, visitors will be asked to agree to the school's safeguarding protocols and visitor code of conduct (see Appendix 1). This will be recorded on InVentry. Your photo will be taken for your ID badge via InVentry.
- Provide formal photo identification e.g. driving license. Wigan Council staff must show their photo ID card.
- Wear a lanyard and ID badge, which must remain visible at all times throughout the visit.
- Remain in the reception area until they are met by an assigned member of staff, to be escorted to their destination. The assigned member of staff will be responsible for you whilst you are on school premises.
- Return lanyard and ID badge to reception staff. Sign out of InVentry before departure.



- Do not engage in conversation with pupils unless the purpose of your visit is to work directly with our pupils, e.g. social care / Start Well / CAMHS workers, school nurse, outside speakers etc.
- If, at any time during your visit, you are asked to identify yourself, please do so explaining the purpose of your visit and indicating which member of staff you are linked to.
- The school does not permit smoking on site. Visitors are not allowed to smoke whilst on the school premises.
- In the event of an emergency evacuation, visitors will be directed by a member of staff to the nearest exit to proceed to the designated assembly point.
- If a visitor has any concerns that a child has been harmed or is at risk of harm, they must report this to a member of staff immediately. A safeguarding lead will then be notified.

The following visitors will be issued with a green lanyard (see Appendix 2) and are allowed to be with pupils unsupervised. They will be required to show their ID Badge and Enhanced DBS certificate (unless employed by an approved organisation):

- Supply staff
- NHS staff
- Social care / CAMHS / Start Well / Young Addaction workers
- Counsellors

The following visitors will be issued with an amber lanyard (see Appendix 2) if they have provided an enhanced DBS certificate (unless employed by an approved organisation). They can be unsupervised but should **NOT** interact with any pupils on the school premises:

- Certain Contractors
- Maintenance / Repair staff

The following visitors will be issued with a red lanyard (see Appendix 2) and should **NOT** be unsupervised at any point on the school premises.

- Contractors
- Maintenance / Repair staff
- Parents of students on roll or prospective students

4. Exemptions



- Visits to the school by contractors/builders/maintenance staff will be overseen by the school's business manager and site manager.
- Visitors attending scheduled open days, sports events or other 'by-invitation' school activities may be exempt from the visiting procedures outlined in section 3.
- Anyone attending school events must keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).
- Trainee teachers that work in school as part of an arrangement with Wigan & West Lancashire Catholic Schools Direct. For each trainee, the school will receive written confirmation that appropriate safeguarding checks have been completed.
- Governors will follow the same procedures (section 3) as other visitors when coming into school.

5. Unidentified individuals

It is the responsibility of all members of staff to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed lanyard and ID badge.

Any such visitors will be directed to the school office where they must sign-in.

If a visitor cannot be identified, a member of the SLT will be notified immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

6. Visitor conduct

- Visitors will be expected to behave in a way that is compliant with the school's code of conduct.
- Upon arrival, a visitor will be given a leaflet with information on safeguarding and health & safety.
- The school reserves the right to escort individuals from the premises who act unprofessionally in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- School reserve the right to notify police and request their presence where appropriate.
- In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from Wigan LA for the individual in question.



- Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the headteacher or DSL.
- Visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit.
- Visitors must be vigilant and not put themselves in uncompromising situations where allegations could be made against them.

Monitoring & review

This policy will be monitored and reviewed on an annual basis by the DSL.



APPENDIX 1

St John Fisher CHS Safeguarding protocols

- The safeguarding leads are Mr Steve Coyle, Mr Jon Maw, Miss Laura Melling and Mr Tom Cairney.
- You must wear your lanyard and ID badge throughout the duration of your visit.
- Always be vigilant – look for signs of neglect, harm or abuse.
- If you are asked to identify yourself, please do so explaining the purpose of your visit and indicating which member of staff you are linked to.
- Should a pupil make a disclosure, offer reassurance but never promise confidentiality. Refer to a member of staff or safeguarding lead immediately.
- Do not engage in conversation with pupils unless the purpose of your visit is to work directly with our pupils.
- If you are concerned about a member of staff, speak to the DSL and/or the Head teacher.



APPENDIX 2

Green lanyard safeguarding guidance

1. Mobile phones (and other devices with a camera) are only permitted to be used in reception.
2. If you have concerns about the welfare of a pupil you must inform a member of staff immediately.
3. Always be vigilant - Do not put yourself in a compromising situation where allegations could be made against you.
4. If you are concerned about a member of staff, please request to speak to the headteacher or Mr Jon Maw
5. The safeguarding leads are Mr Coyle, Mr Maw, Miss Melling and Mr Cairney

Amber lanyard safeguarding guidance

1. No direct interaction with students is allowed (DBS certificated).
2. Mobile phones (and other devices with a camera) are only permitted to be used in reception.
3. If you have concerns about the welfare of a pupil you must inform a member of staff immediately.
4. Always be vigilant - Do not put yourself in a compromising situation where allegations could be made against you.
5. If you are concerned about a member of staff, please request to speak to the headteacher or Mr Jon Maw.
6. The safeguarding leads are S.Coyle, J.Maw, L.Melling, T Cairney.

Red lanyard safeguarding guidance

1. You must be supervised at all times on the school premises.
2. Mobile phones (and other devices with a camera) are only permitted to be used in reception.
3. If you have concerns about the welfare of a pupil you must inform a member of staff immediately.
4. Always be vigilant - Do not put yourself in a compromising situation where allegations could be made against you.
5. If you are concerned about a member of staff, please request to speak to the headteacher or Mr Jon Maw.
6. The safeguarding leads are S.Coyle, J.Maw, L.Melling, T Cairney.