



# HARRODIAN

## Visitor Policy

### **Introduction**

Visitors are welcome to Harroddian and make an important contribution to the life and work of the School in many different ways. It is the School's responsibility, however, to ensure that the security and wellbeing of its pupils are not compromised.

### **Aim**

To safeguard all pupils and staff under our responsibility when on the school site, during normal school hours, during after-school activities and on school organised (and supervised) off-site activities. The aim is to ensure Harroddian pupils are able to 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, visitors and parents and conforms to safeguarding children guidelines as set by the DfE.

Staff are required to be familiar with DfE statutory guidance on *Keeping Children Safe in Education* (please refer to the Staff Handbook).

### **Protocol and Procedures for External Visitors**

#### **Visiting Speakers/Invited Guests**

For all external visitors invited to the School an Event Booking Form must be completed well in advance of any proposed visit.

Please note that the Prevent statutory guidance requires that schools must have clear protocols for ensuring that all visiting speakers are suitable. Therefore, if you are inviting a visitor to speak at School, you must email your visitor a *Visiting Speaker Self-Declaration Form* (available on StaffShare).

Once returned, the completed Visiting Speaker Self-Declaration Form must be given to HR.

When inviting external visitors to the School they should be asked to bring formal photographic identification with them at the time of their visit and be informed of the following procedures: -

- External visitors must be asked to report to the Security Lodge who will direct them to Main Reception – visitors must not enter the School via any other entrance. If visitors arrive before 08h00 or after 17h00 – they must still be directed to Main Reception and the Admin Office informed of their arrival, in order to follow the procedures below.
- At Main Reception, external visitors will be asked to produce formal photographic identification and to sign in via InVentry.
- External visitors will be required to wear a Visitor's Badge and, depending on their DBS status (as checked by HR), a coloured lanyard.
- Please remember it is everyone's responsibility to challenge unknown and unsupervised personnel or visitors around the School.
- Reception will notify staff when their visitor has arrived.
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.
- In case of a fire/emergency evacuation, the point of contact must ensure the visitor leaves the buildings and assembles at the designated point.

On departing the School, visitors should leave via Main Reception and:

- Sign out via InVentry
- Return their Visitor's Badge and lanyard to Main Reception

**External Visitors attending formal Open Days / weekly tours:**

For these planned events, all visits have been prebooked via Admissions.

Prospective parents on weekly tours are directed to Main Reception where they are marked off against a register and asked to sign in via InVentry. Parents are supervised at all times during their tour.

Prospective parents on 11+ Open Days are directed to the relevant meeting point where they are marked off against a register and given a Visitor's Badge by Admissions. Parents are supervised at all times during their tour.

**Operational Staff:**

All building / maintenance / grounds contractors and delivery people must sign in at the Security Lodge via InVentry (rather than Main Reception) and must be supervised at all times whilst on the school grounds unless they have been DBS checked (and authorised by HR).

**Parents Coming into School:*****Pre-Prep***

Any Pre-Prep parents who need to come into School outside of when the Pre-Prep gate is open (i.e. after 09h00 and before 15h00) must go to Main Reception and sign in via InVentry on arrival and sign out when leaving.

***Prep/Senior Schools and Sixth Form***

For all pre-arranged 1:1 parent/teacher meetings taking place at any time before, during or after the school day, the steps below must be followed:

1. Reception to be informed of any pre-arranged parent/teacher meetings
2. Parents to sign in at Main Reception via InVentry
3. Parents must be collected and supervised by a member of staff at all times
4. Parents must be returned to Main Reception by a member of staff at the end of the meeting to sign out

Prep, Senior or Sixth Form parents who come into School outside of normal drop-off / pick-up times for any other reason, must likewise please sign in via InVentry in Main Reception.

On the rare occasions that parents are invited to attend a 1:1 meeting after 17h00, the member of staff holding the meeting must inform the relevant Admin office (Senior/Main Building).

These procedures exclude parents coming in to watch sports fixtures.

**Unknown/Uninvited Visitors to the School:**

Any visitor to the school site who is not wearing a Visitor's Badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to Main Reception to sign in via InVentry and be issued with a Visitor's Badge.

In the event that the visitor refuses to comply, the Headmaster or Deputy Head should be informed promptly, and the visitor will then be asked to leave the site immediately.

The Headmaster/Deputy Head will decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, he/she will be asked to leave the site immediately, security will be called, and the visitor warned that if he/she fails to leave the school grounds, police assistance will be called. The Headmaster/Deputy Head will decide what further action to take that may include seeking legal advice or police contact.

#### **Volunteer Helpers:**

- All volunteer helpers must sign in at Main Reception via InVentry and wear a Visitor's Badge. They should sign out at the end of their volunteering session.
- Any concerns relating to a volunteer helper MUST be dealt with immediately and the Headmaster or Designated Safeguarding Lead informed. The whistleblowing policy and practice must be applied.

**Please note that visitors to the school may only use the visitor toilets (located at back door of Main Building, in the Café and in the Senior School Foyer).**

#### **Linked policies**

This policy should be read in conjunction with our *Safeguarding Policy*.

Person Responsible: Admin

Last updated:

September 2021

Next update:

September 2022