



# 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 2024](#).

### 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 and authorised in the usual way 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 members of staff are inviting a visitor to speak at School, they must email their visitor a *Visiting Speaker Self-Declaration Form* (available on StaffShare).

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

When inviting external visitors to the School, each visitor 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 07h45 or after 17h00 – security must direct them to Main Reception and inform the Admin Office 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 Reception/Admin), a coloured lanyard.
- Please remember it is everyone's responsibility to challenge unknown and unsupervised personnel or visitors around the School.
- Main Reception will notify staff when their visitor has arrived.
- Visitors must 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, on arrival, is made aware of procedures to follow, 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 pre-booked 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. Prospective parents are supervised 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 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 Between 09h00 and 15h00:**

Any parent who needs to come into School outside of normal drop-off / pick-up times (09.00 – 15h00) for any reason, must go to Main Reception.

***Pre-Prep and Lower Prep Pupils (Reception to 10s)***

Parents dropping off pupils should take them to Main Reception where the pupil will sign in using InVentry. Our Receptionist will arrange for Pre-Prep pupils to be collected from Main Reception and taken to join their class.

Parents picking up pupils should go to Main Reception to wait for their child to arrive there.

Form Teachers/Heads of Year/Heads of Section/Medical Welfare Officers/Admin must inform Main Reception if someone other than a parent is collecting a pupil.

***Upper Prep to Sixth Form (11s and up)***

Parents can arrange to collect from/pick up from outside the Security Lodge. As pupils in the 11s and up can sign themselves in and out of School using InVentry, their parent does not need to go to Main Reception.

***Pre-arranged 1:1 Parent/Teacher Meetings (not Parents' Evening)***

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. Main Reception and Security to be informed by the staff member of any pre-arranged parent/teacher meetings.
2. Parents must 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.

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 should be informed promptly, and the visitor will then be asked to leave the site immediately.

The Headmaster will 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, security will be called, and the visitor warned that if they fail to leave the school grounds, police assistance will be called. The Headmaster 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 the back door of the Main Building, in the Café and the Senior School Foyer).**

**Linked policies**

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

Approved by:	Senior Leadership Team
Last reviewed:	January 2025