

# Glebe House



Friends Therapeutic Community Trust

## **SAFEGUARDING VISITORS POLICY**

**September 2023**

## **The Aims of this Policy**

The purpose of this policy is to contribute towards the safeguarding of all young people and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all young people and staff learn and work in an environment where they are safe and free from harm.

## **The Objectives of this Policy**

The key objectives of this policy are to have in place a clear protocol and procedure for the admittance of external visitors to the site which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing young persons in the school and residential setting.

We have responsibility for the safety and well-being of all of our young people anywhere on the site. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

## **Protocol and Procedures**

### **Visitors Invited to the Site**

Most visitors are planned and booked in via reception/ diary, all visitors report to reception on arrival, this is away from the young people.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record Book which is kept in reception at all times
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

On departing, visitors leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry  
Unknown/Uninvited Visitors to the School

Any visitor to the site should then be escorted to reception to sign the visitors' book. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. A member of the Senior Management Team will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, Senior Managers are asked to attend and the visitor will be asked to leave the site immediately and warned that if they fail to leave the grounds, police assistance will be called for.

### **Governors and Volunteers**

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the HR Department CPD.

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

### **Linked Policies**

This policy should be read in conjunction with other related policies, including:

- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

### **Monitoring and Evaluation**

The suitability of all visitors invited into school to work with our young people is assessed at the end of their visit and a decision made as to whether they may be asked to visit the site in future.

Reviewed: Sept 2023