

SACRED HEART HIGH SCHOOL



VISITOR PROCEDURES

NOVEMBER 2022

To be reviewed November 2024

*These Procedures should be read in conjunction with
Sacred Heart High School Policies including specifically the Volunteers Policy,
Safeguarding and Child Protection; Health and Safety and Fire Safety & Evacuation*

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Appendix 1: Visitor Leaflet

1 INTRODUCTION

The Governing Body assures all visitors a warm, friendly and professional welcome to Sacred Heart High School, whatever the purpose of their visit.

The School 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 or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body 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 so to do may result in the visitor's escorted departure from the school site.

2 RESPONSIBILITY

The Business Manager is the member of staff responsible for implementation, coordination and review of these procedures. This person will also be responsible for liaising with the site and reception staff and designated Child Protection staff as appropriate. All breaches of this procedure must be reported to the Business Manager.

3 AIM

To safeguard all children under the school's responsibility both during school hours curriculum and any out of school hours activities which are arranged by the school.

4 OBJECTIVES

To have in place procedures for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents; and conforms to child protection and safeguarding guidelines.

5 WHERE AND TO WHOM THESE PROCEDURES APPLY

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school site boundary), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All 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, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other education related personnel (Advisors, Inspectors)
- Building & maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on coaches, minibuses or in taxis

6 PROCEDURES

6.1 Driving and Parking on School Premises

The main school entrance is located on Hammersmith Road but there is vehicular access via an entrance in Bute Gardens.

We are extremely restricted in terms of parking and normally have no capacity for visitor parking although a space is reserved for those with mobility impairments.

Drivers of lorries or heavy vehicles should take extreme care at all times, especially when reversing.

]For some deliveries it can also be arranged for vehicles to enter the school grounds from Hammersmith Road, but this would need to be agreed in advance with the Site Manager.

6.2 Entering the School

A detailed visitor leaflet has been prepared and has been circulated to all staff for them to send to any visitor invited to the school. This has also been printed as an A5 leaflet and is available at reception to be handed to any visitor who has not received it. See **Appendix 1**.

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below.

- All visitors arriving on foot (including parents) must enter the school from Hammersmith Road and report to reception first.
- Those arriving by vehicle enter via Bute Gardens at the rear of the school and must immediately report to the Site Manager's Office, from where they may, if necessary be escorted to report to the main reception desk at the front of the school. The only exception to this would be those simply handing over deliveries to the Site Team before immediate departure.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in using our electronic system.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

6.3 Approved Visitor List

The School will hold an **Approved Visitor List** for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND
- b) A current clear DBS childrens' barred check has been undertaken; and

- c) Visitors on the Approved List must come to reception and sign in (with the exception of those who have been granted entry passes which automatically record their presence within the building).

A copy of the Approved Visitor List will be kept behind reception and with the Site Manager at all times.

6.4 Visitors' Departure from School

On departing the school, a member of staff should escort the visitor to the front to enable them to

- Log out through the online visitor record system and
- Return the identification badge to reception

All visitors must then leave through the front entrance on Hammersmith Road unless they arrived by car in which case they need to be escorted to the rear exit.

6.5 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in and be issued with an identity badge.

The procedures under 'Visitors to the School' above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and 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 and warned that if they fail to leave the school grounds, police assistance will be called for.

6.6 Governors and Volunteers

All governors and volunteers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and volunteers DBS certification is current (i.e. less than 3 years old).

Thereafter, procedures as per above should apply. Please note that Governors are also required to sign in and out like any other visitor. This is important for our emergency evacuation procedures.

New governors will be made aware of this policy and familiarised with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Supply Teachers

Supply teachers should follow the same procedures with regard to arrival and departure from school as outlined in this policy

6.7 Parents

Parents visiting the school must first report to reception as a visitor and should be escorted within the school in the same way that applies to other visitors. No parent is allowed to take a child from school without this being recorded at reception. No parent is permitted to have contact with children other than their own.

7 CONFIDENTIALITY





Visitors in school are bound by our Confidentiality Policy.

All staff members, voluntary helpers and visitors should be aware that information relating to individual students or members of staff is totally confidential. Whilst in school, volunteers may hear conversations which are of a confidential nature. These cover aspects such as students' academic progress, misbehaviour, or home circumstances.

All information relating to individual students and staff is totally confidential and visitors must respect this.

8 CHILD PROTECTION CONCERNS

Any concerns that visitors have about the welfare of our pupils should be referred to *any* of the following designated staff members and NOT with the parents of the student. Names of all these nominated staff is displayed at Reception and included in the visitors leaflet.

Role		Name	Contact details
Designated Safeguarding Lead		Ms M Conran, Deputy Headteacher	020 8748 7600 x 365
Operational Safeguarding Lead		Ms B Sharma	020 8748 7600 x 213
Designated Senior Person the Prevent Duty		Ms E Maton	0208 748 7600 x 239
Nominated Child Protection Governor		Dr M Phelan	via Governance Professional: adijkhuis@sacredh.lbhf.sch.uk
Headteacher		Mrs S O'Donovan	020 8748 7600 x345

9 HEALTH AND SAFETY

The school has a health and safety policy which is available on request. Visitors need to exercise due care and attention and report any obvious hazards or concerns to the appropriate member of staff, deputy head teacher or headteacher. First aid is available from staff in the main office and other first aiders are available through the school. First aid kits are additionally held in all classrooms.

10 EMERGENCY EVACUATION FOR VISITORS

Emergency Evacuation procedures are displayed at the front reception and at the rear of the school and are also included in the visitor leaflet. Visitors are made aware of these on arrival.

11 STAFF DEVELOPMENT

As part of their induction, new staff will be made conversant with this Visitors Policy and asked to ensure compliance with its procedures at all times.

12 LINKED POLICIES

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

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Critical Incident Plan

13 RATIFICATION

These procedures have been approved by the Headteacher and the Ethos Committee of the Governing Body in November 2022 and will be reviewed in November 2024.



Mrs S O'Donovan
Headteacher



Dr Michael Phelan
Chair of the Ethos Committee

APPENDIX 1: Visitor Leaflet

(see overleaf)