



**CRESTWOOD**  
COMMUNITY SCHOOL

# **Visitors' Agreement**

Updated: May 2018  
Review Cycle: 3 years

## **Crestwood Community School Visitors' Agreement**

Crestwood Community School assures all visitors of a warm, friendly and professional welcome to the school, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students 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.

Further information on our Safeguarding procedures can be found in our Safeguarding Policy, available on our website, or on request from the school.

In performing this duty, the school requires that ALL VISITORS, without exception, comply with the following procedures. Failure to do so may result in the visitor being escorted from the school site.

### **Policy Responsibility**

The Headteacher and Heads of School are the members of staff responsible for implementation, coordination and review of this policy and for liaising with the site and reception staff as appropriate. All breaches of this procedure must be reported to the Headteacher and the Heads of School.

### **Aim**

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

### **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, governors, visitors and parents/carers and conforms to child protection and safeguarding guidelines.

The policy applies where the school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence) during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This 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
- All governors of the school (governors have their own policy around school visits and have a DBS check which is updated every three years)
- All parents/carers and volunteers
- Candidates for interview
- Other education related personnel, e.g. County Advisors and Inspectors
- Building and maintenance and all other independent contractors visiting the school premises
- Independent contractors providing student transport, e.g. taxi companies

### **Protocol and Procedures**

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless known to the school or on the approved County contractors list).

No visitor will be left alone with students unless all requirements have been met via a DBS check. Visitors must follow the procedure below:-

- Once on site, all visitors must report to reception first. No visitor is allowed to enter the school via any other entrance under any circumstances.
- On the Cherbourg campus, a phone is situated on the Reception desk. Visitors should use the phone to contact the main school office and announce their arrival. A member of the administration team will then direct them on signing in.
- Visitors will be asked to sign in using the electronic signing in system situated in Reception on both campuses.
- They will be asked to type in their name and the company they are from (if appropriate), the person they are visiting and their car registration number. They will then be asked to accept this Visitor Agreement and the school's Safeguarding Procedures. These can be found on the website, or copies can be requested from Reception.
- Once a visitor accepts that they agree with our procedures, the screen will take a head and shoulders photograph of them. This is then printed out as a sticker and applied to a Visitor's Badge which is given to the visitor to wear whilst on the school premises.
- An email is then sent to the person they are visiting, announcing their arrival and showing their photo.
- The visitor will then be collected from Reception by the person they are visiting.

### Visitors Departure from School

- The visitor will be escorted back to Reception.
- They will be asked to sign out using the electronic system.
- They should return their badge to Reception.
- The photo is removed from the badge and disposed of sensitively.
- The visitor's name and photo will remain on the school's system for up to 30 days when it is automatically removed.
- Should a visitor return within a period of 30 days, the system will recognise their name, but a new photo will be taken each time.

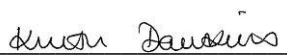
### Unknown/Uninvited Visitors to the School

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

In the event a visitor refuses to comply, 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.

### Linked Policies

Safeguarding, Child Protection, Health and Safety, Fire Procedures  
All available on the school website or on request.

Signed:-   
(Headteacher)

Date:- 11.5.2018

Signed:-   
(Chair of Governors)

Date:- 11.5.2018