



PURPOSE

The aim of this policy is to assure all visitors to Dunstable Campus of a warm, friendly and professional welcome, whatever the purpose of their visit.

To safeguard all children under the Campus's responsibility during their time at the school.

To have a clear procedure for the admittance of external visitors to the school that is understood by all staff, trustees, visitors and parents.

SCOPE

This policy applies to all external visitors including staff, trustees, volunteers, parents, education related personnel (advisors, inspectors) and contractors.

POLICY STATEMENT

The Campus 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 Board of Trustees and Senior Teacher to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Trustees recognises that there can be no complacency where Safeguarding procedures are concerned.

ALL VISITORS (without exception) comply with this Policy and the following procedures. Failure to do so may result in the visitor being escorted from the school site.

PROCEDURES

Visitors to Dunstable Campus will be asked to bring formal identification with them at the time of their visit (unless they are named on the approved Visitor / Contractors List as set out below).

Visitors must adhere to the following procedure:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the Campus via any other entrance under any circumstances.

- 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 the Visitors Record Book which is kept in reception making note of their name, organisation, who they are visiting, time of arrival and car registration number.
- All visitors will be asked to wear an identification badge. The badge must remain visible throughout their visit.
- Visitors will 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, are recorded on the Single Central Record and appropriate vetting checks have been carried out.
- Visitors will be advised of the Campus policy on mobile phone and other computer devices use together with any other guidance on procedures relevant to their visit to the Campus.

Approved Visitor List

The Campus will hold an approved Visitor List for visitors who frequently visit the school site and undertake work within the school (including trustees, volunteers, bus drivers, contractors and supply staff)

To qualify for the Approved List, the visitor must have demonstrated prior to the visit that:

- They have a current clear DBS Enhanced with Barred List and a copy of this has been registered on the School Single Central Record.
- Visitors on the Approved List MUST follow the same procedures on entry to the premises (ie come to reception and sign in the Visitor Book).
- A copy of the Approved Visitor List will be kept in reception at all times.

Visitors Departure from the Campus

On departing the Campus, visitors MUST leave via reception and:

- Enter their departure time in the Visitor Record Book
- Return the identification badge to reception

Unknown / Uninvited Visitors to the Campus

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

They should then be escorted to reception to sign the visitor book and be issued with an identity badge.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Senior Teacher notified.

The Senior Teacher 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.

Staff Development

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

CONTEXTUAL INFORMATION about Dunstable Campus relevant to the Visitor Policy and its implementation in the Campus.

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ASSOCIATED DOCUMENTS

- Safeguarding Policy
- Health and Safety Policy
- ICT Policy including mobile phone, using images.

ISSUED BY

Focus Learning Trust

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Signed by Chair of Board of Trustees: _____

At a Trust Meeting on (date): _____