

## Oriel High School : Visitors to School Policy

**Date Amended: January 2016**

**Date of Ratification: 23 March 2016**

**Next Review Date: March 2018**

Oriel High School welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular DBS checks and Health and Safety requirements.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and visitors themselves can benefit from contact with the pupils and staff.

We work hard to broaden our students' experience, to prepare them for life and work in contemporary Britain. We teach them to respect and value the diversity around them as well as understanding how to make safe, well-considered decisions.

Visits from agencies such as TV, radio, drama groups, workshops, etc. should be made available to all relevant groups of students.

Visitors to classes for specific purposes of contribution to topics, relating experiences, etc, are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Head Teacher or Deputy Heads prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience

The school vets all visitors carefully and will take firm action if any individual or group is perceived to be attempting to influence members of our school community, either physically or electronically. Staff are trained to be vigilant for spotting signs of extremist view and behaviours and to always report anything which may suggest a student is expressing opinions which may cause concern. Our definition of radical or extreme ideology is 'a set of ideas which could justify vilification or violence against individuals, groups or self.'

Day to day unexpected visitors and callers should report in.

- All visitors to the school should report to the front office (Reception) and be signed in by office staff using the pre-printed visitor passes. Visitors should be asked for identification.
- Staff should inform reception of expected visitors so that they can be recorded in the diary.
- Contractors need to be signed in before being introduced to the BAM Premises Officers who will provide relevant access to the site as is required.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.
- Any visitor should not be left with pupils unaccompanied by a member of staff (a parent talking to their own child is acceptable). This is to comply with child protection.
- If any visitor is to be regularly working with pupils in school then they go through the DBS procedures.
- 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 the Visitors Book 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.
- All visitors must sign out and return the visitor's badge before leaving the site.

On the occasion of the unexpected visitor, the first point of contact should be with the Head Teacher or senior staff member who will involve other staff and students as appropriate.

Staff are reminded 'to ensure that visitors and callers to the school feel that personal relationships and day to day interactions are characterised by caring, courtesy and respect'.