



The John Fisher School Visitors Policy

Responsible: Governors' Resources Committee

Next Review Date: October 2022

*Nurturing young Catholic gentlemen
Aspiring for Academic, Cultural & Sporting Excellence*

1. Introduction

The John Fisher School recognises its duty to provide a safe, healthy, working environment influenced by the ethos of the school. It believes all members within its community (governors, staff etc) are its most important asset in delivering quality services to the local community and places a high value on their physical, mental and spiritual well-being. The John Fisher School welcomes visitors where possible, however student and staff safety and well-being is of the highest priority, all visits will be in accordance with this protocol. Irregular visitors are those who may visit only once or very rarely (less than once a term). Their invitation to visit the school must have prior approval by the Headteacher or School Business Manager.

2. Signing in system

The school has an electronic sign in and sign out system at Reception. Visitors to the school need to sign-in at the touch screen monitor. If this is the first visit to the school, the system will take a photo of the visitor. If the visitor has been to the school within the past 24 months then the visitor will not need to have their photo re-taken. The system will print a badge for the visitor and the Receptionist will place this into a card holder.

3. Irregular visitors must:

- Sign in and sign out at Reception and wear a readily visible visitor badge with a yellow Lanyard
- Never be in a situation where they could be alone with a student
- Only be in the areas of the school applicable to the authorised purpose of the visit.

4. Regular visitors must:

- Sign in and sign out at Reception and wear a readily visible visitor badge
- Have a current enhanced DBS certificate which must be shown
- Only be in the areas of the school applicable to the authorised purpose of their visit.

5. Parents and Carers

Parents and Carers with parental responsibility, visiting the school for the purpose of meeting with a member of staff, will be regarded as "irregular" visitors and would not require DBS clearance.

6. Student Teachers (ITT)

Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance, together with the student's DBS clearance information, will be provided to school prior to commencement of their placement. This information will be held on school's Single Central Record (SCR), which records all our vetting procedures.

7. Contractors

Wherever possible maintenance work carried out on site is outside school hours (8.00am – 4.30pm). However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the school's safeguarding requirements which consist of the following procedures:

- All contractors are required to personally sign in and out at Reception.
- All contractors will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted.
- A school visitor badge with the correctly coloured lanyard will be issued and prominently worn. This is to assure all staff in school know that contractors have completed the above procedures and therefore are known and recorded to be on site. Where a contractor does not display their school visitor badge they can expect to be politely challenged by our staff, who are vigilant in ensuring the above procedures are adhered to. Students are also encouraged to report to a member of school staff any visitor they encounter on site without a school visitor badge.
- In most circumstances contractors will be required to have DBS verification in place. Contractors without a DBS must be accompanied at all times, during Term Time by a Contractor with a valid DBS certificate known to the school or by a member of school staff. If a contractor needs to gain access for emergency works during term time and they do not have a DBS certificate known to the school, a Risk Assessment will be undertaken by the School Business Manager to assess the safeguarding risk of letting the contractor carry out the work without being accompanied.

**ANY VISITOR WHO DOES NOT COMPLY WITH THE ABOVE
REQUIREMENTS WILL BE ASKED TO LEAVE THE SCHOOL SITE AND WILL NOT BE
PERMITTED TO VISIT THE SCHOOL AGAIN.**