WOODBRIDGE HIGH SCHOOL

VISITOR POLICY

WOODBRIDGE HIGH SCHOOL

SCHOOL VISITORS POLICY, PROCEDURES AND PROTOCOLS

POLICY:

Policy Statement:

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

The school has a legal duty of care for the health, safety, security and well-being of all pupils, staff and visitors. This duty of care incorporates the duty to `safeguard' all pupils from any form of harm, abuse or nuisance. It is the responsibility of the governing body and 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 school's policy, procedures and protocols. Failure to do so may result in the visitor(s) being escorted from the school site.

Aims:

To safeguard all children under this school's responsibilities, during both the normal school hours and out-of-hours activities which are arranged by the school. The ultimate aim is to ensure that children can learn and enjoy their experiences in an environment where they are safe from harm. This policy also aims to safeguard the interests of all staff and visitors on the school site.

Objectives:

To have in place clear policy, procedures and protocols for the admittance of external visitors to the school which are understood by all staff, visitors and parents, and conform to child protection and safeguarding guidelines.

Where and to Whom the Policy Applies:

The school is deemed to control and be responsible for its pupils, staff and visitors anywhere on the school site (i.e. within the school boundary fence) during all working hours, after-school activities and on school-organised off-site activities.

The policy applies to 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).
- Parents and volunteers.
- Governors.
- Contractors (school-based and external).

PROTOCOLS AND PROCEDURES:

Visitors to the School:

All visitors to the school may be asked to bring formal identification with them at the time of the visit. They must follow the procedures below:

- Once on site, all visitors must report to the main reception first.
- At the main reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification on request.
- All visitors will be asked to sign in through the electronic signing-in system (or paper-based system if the electronic system is unavailable), which is kept in the main reception at all times, making note of their name, organisation, who they are visiting and their car registration number.
- All visitors will be required to wear an identification badge, which must remain visible throughout the visit.
- Visitors will be given access, in the main reception, to the school's procedures concerning fire safety evacuation and child protection procedures. They must read these prior to going into the school.
- Visitors will then be escorted/directed (as appropriate) to their final point of contact OR their point of contact will be asked to come to the main 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 in a `Regulated Activity' and have produced evidence of their DBS clearance (to an Enhanced Level).
- If a visitor arrives at school to undertake a `Regulated Activity' and they fail to produce current DBS evidence, proof of address and personal ID, the visitor will not be given automatic access to the school to undertake the duties involved in respect of the purpose of their visit. The School Business Manager (or, if absent, a leadership group colleague) will make a judgement in the circumstances as to whether the visitor may be given access to the school. The School Business Manager (or LG colleague) must be satisfied that the safety of those individuals within the school is not compromised.
- In circumstances where the school is unable to open on any given day (e.g. due to adverse weather conditions), visitors must be contacted by the member of staff who requested their attendance.

Visitors' Departure from School:

On departing the school, visitors MUST leave via the main reception and:

- Enter their departure details within the electronic signing-out system.
- Return the identification badge to the main reception.

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 the main reception to sign in to the school and be issued with an identity badge. The procedures under `Visitors to the School' (above) will then apply.

In the event that the visitor to refuses to comply, they should be asked to leave the site immediately and the Headteacher (if unavailable, one of the three deputy headteachers should deputise) should be informed promptly. The Headteacher (or Associate Headteacher or Deputy Headteacher) 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.

Speakers, Observers, Volunteers, Instructors, Student Teachers, Mentors and Students on Work Placements:

The school has related procedures in place for the approval of the attendance at school in, for example, classroom and assembly situations. These are as follows:

- These procedures are applicable to requests by staff for the attendance at school by: speakers, observers, volunteers, instructors, student teachers, mentors and students on work placements, etc.

- Staff requesting for a visitor to attend the school site with respect to school activities must complete the school application form (*Request* for *Visitors to Attend the School*). This must be signed by the member of staff concerned and also their line manager e.g. Head of Department.

- The application form must then be sent to the Headteacher for authorisation at least five days in advance of the proposed visit.

- Once an application form has been approved by the Headteacher, the form is then sent to the School Business Manager to address the appropriate safeguarding issues. The School Business Manager will then advise the member of staff concerning the appropriate safeguarding procedures, including safeguarding documentation required from the visitor (as a minimum, this will be providing documentary evidence of proof of address and personal ID, but there may be circumstances where DBS evidence is required). The School Business Manager will also determine if it is appropriate to take up personal references concerning the individual and the merits of completing a school risk assessment concerning the activity.

- The member of staff requesting the attendance in school of a visitor will be required to outline on the application form the name and designation of the visitor (including contact details), date(s) of the proposed visit, purpose (e.g. if a speaker, what messages are to be covered), curriculum relevance, their personal point of contact information and a recommendation of two potential referees (to be followed up if appropriate).

- If approval is given by the Headteacher to proceed with a school visit within the above categories, the member of staff concerned must advise the main reception staff of details of the time/date of arrival.

- The Headteacher's PA is required to enter the DBS information of the visitor on the School Central Record (if the visitor is undertaking a `Regulated Activity' in the school).

Pandemics:

All visitors to the school, including hirers of our premises for out-of-hours activities, must follow any risk management control measures in place for the above, as appropriate, at the time of the visit.

Governors:

To meet legal requirements, the school has a process to ensure that all governors are DBS checked. This is an extra level of safeguarding checks in addition to the robust system we currently have in place which includes an appropriate risk assessment concerning governors being on the school site.

The school acknowledges that:

- Governors do not have any legal rights of access to the school
- Visits should be undertaken as part of a strategic programme to:
    - Improve governor knowledge of the school, its staff, needs, priorities, strengths and weaknesses
    - Monitor and assess the priorities as outlined in the development plan
    - Assist the governing body in fulfilling its statutory duties
- Before visiting the school, governors should:
    - Inform the school of the visit and seek approval of the arrangements
    - Ensure that they are familiar with health and safety procedures including what to do in the event of a fire
- After visiting the school governors should:
    - Advise the Clerk to the Governing Body of the date of the visit and the nature of it, for recording in the school's termly record of governors' attendance.
    - Where appropriate, complete a visit report outlining the objectives and results of the visit
    - Report back to the committee or governing body as appropriate
    - Provide constructive feedback to the school representative as appropriate

Escorted Visitors:

Parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times. There may be occasions when visitors are accompanied by students, under direction by a member of staff e.g. during staff recruitment activities (interviews).

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not ordinarily need to be accompanied, we will consider improving accessibility if it is practical to do so. This policy does not apply to audiences at performances in the school hall and similar events.

A person making a delivery is not classed as a visitor and therefore not required to sign in.
Deliveries are to be left in the school foyer next to the main reception office.

Radicalisation:

Woodbridge High School recognises that protecting pupils from radicalisation and identifying and reporting the potential for or realisation of radicalisation is part of our holistic approach to safeguarding pupils against any threat to their health, safety and wellbeing. Our Anti-radicalisation policy (see separate policy) sets out our beliefs, strategies and procedures to protect pupils from being

radicalised or exposed to extremism. In line with this, we ensure all our visitors are appropriately vetted and any messages given to pupils are sufficiently quality assured.

Documentary Evidence to Produce:

The school complies with the London Borough of Redbridge (LBR) document entitled `Regulated Activity Checklist' in order to determine an appropriate level of documentation required prior to clearance being given for an individual to enter the school site. This includes the acceptance on site of newly appointed staff, supply/agency teachers, governors, volunteers, outside hirers, external maintenance staff, PTA members, instructors, student teachers on placements, contract staff (including those permanently on site i.e. catering and cleaning staff), peripatetic staff and sixth-form students on Work Experience placements. Appropriate safeguarding information is then entered onto the School Central Record.

Linked Policies:

This policy and these procedures should be read in conjunction with other related school polices and wider documents from outside agencies, including:

- Child Protection Policy
- DFE Keeping Children Safe in Education (Updated in September 2025)
- DFE The Prevent Duty (June 2015)
- Supporting Pupils with Medical Needs Policy (May 2015)
- Visitors' Safeguarding Procedures
- LBR Regulated Activity Checklist
- Information for Visitors pamphlet (Safeguarding, Health & Safety/Security and Fire Evacuation)
- Request for Visitors to Attend the School Procedures/Form
- Health and Safety and Security Policy
- Fire and Evacuation Policy
- Fire and Evacuation Summary Policy for Visitors
- Staff Acceptable Use Policy
- Student Acceptable Use Policy
- E-Safety
- Data Security
- Digital Technology Handbook
- School Hiring Policy (Lettings)
- Whistle-blowing
- First Aid Policy
- Recruitment Policy

Outside Hirers:

The school has separate policies and procedures concerning the arrangements for outside hirers using the school premises.

School Trips:

The school has separate policies and procedures concerning the arrangements for the management of school trips.

Approval: Approved by Personnel Committee on 20th January 2026.

Reviewer: Mr Gordon (School Business & Finance Manager).

Date of Next Review: Spring 2027