



THOMAS'S KENSINGTON VISITORS' POLICY

DEFINITION

A visitor is defined as any person entering the school buildings who is not an employee of Thomas's Kensington.

AIMS

This policy was written to ensure the safety of pupils, staff and other adults and young people on the premises.

The school recognises that the policy is limited to between the times of 8.45am and 3.30pm. Outside these time visitors have access to the School to drop off in the morning and pick up pupils in the afternoon. However the registration of visitors (apart from parents/carers) outside these times should be a priority.

GENERAL GUIDANCE

Notices shall be displayed in all the three buildings indicating that all visitors are required to register with the School Office and obtain authorisation to remain on the School premises. All School visitors are reminded that the policies, administrative rules and school regulations of Thomas's Kensington apply to them and in particular:

- that Thomas Kensington is a 'no smoking site'
- that Thomas's Kensington is a 'nut and sesame seed free zone'
- that information relating to pupils must remain confidential
- that basic Health and Safety guidelines are available on the visitor's badge
- that if a visitor has any concern they should inform the Safeguarding Lead as soon as possible
- that photographs, filming or audio taping are only allowed with previous written permission from Headmistress

Any visitor on site who is not recognised, or who is not appropriately 'badged', must be politely asked their business by any member of staff. The office must be informed immediately of this and all staff informed.

As in all schools, visits may be prohibited at certain times of the school year, such as at the start and end of term. Immediately before or after school breaks and while testing, examinations or other pupil assessments are taking place.

Parents and children are asked not to open any outside doors for visitors for security reasons.

The Headmistress has the authority to exclude from the school premises any person who disrupts or who appears to disrupt the normal running of the school. Any such individual will be asked to leave the school premises immediately. Further action may be taken as necessary.

PROCEDURE

On a visitor's arrival at the front door the procedure of the Prep School or the Lower School at Thomas's Kensington is as follows:

- Visitors identify themselves to a member of the office staff at the front door and state the reason they are there
- Visitors are let into the building and asked to provide the correct documentation/identification if required
- The signing in procedures begins by recording the following in the Visitor's Book
 - Name of visitor
 - Date and time of arrival
 - Purpose of the visit
 - The designated contact/staff member
- Each visitor is given a clearly visible visitor's badge at all times
- At this point the meeting point for a fire drill or emergency is outlined and any other relevant information for the visit
- The designated member of staff is contacted to collect the visitor
- The designated member of staff is personally responsible for the visitor whilst he/she remains in school and must accompany him/her at all times if necessary.
- At the end of the visit, the designated member of staff must accompany the visitor back to the office to return and asks him/her to enter the time of departure in the Visitor's book
- The designated member of staff will ensure that the visitor leaves the premises

PLANNED VISITS TO THE SCHOOL:

Thomas's Kensington welcomes and encourages planned visits by parents and others who require information regarding the School, as well as visitors to forms, groups or assemblies for specific purposes such as contributions to topics, relating experiences, citizenship and PSHCE, concerts, etc.

If a member of staff is contacted by an outside agency/individuals requesting permission to visit lessons to observe teaching, etc., permission must be obtained from the Headmistress before any agreement is made. In arranging such visits, teachers should ensure that it causes minimum disruption or inconvenience.

The designated member of staff will ensure that all visitors comply with the registering procedure and that the fire drill and safety procedures are explained before the activity or event begins.

Visitors, pupils and staff should be reminded of the Code of Conduct, which expects “.....adults, pupils, parents and anyone connected to the school to be kind, honest, considerate, trustworthy, courteous, responsible, co-operative, friendly and hardworking.”

Visitors may be expected to attend a planning meeting or a discussion beforehand to ensure the regulations are understood.

Visitors must not be left alone with a class or a group of children. Staff will always be timetabled to accompany visitors with a class or group. Access to particular classrooms or other teaching areas of the school may be restricted upon the recommendation of the staff member in charge.

UNEXPECTED VISITORS:

Unexpected visitors should report to the School Office by using the front door. The first point of contact should be with a member of the office staff, who will then involve other staff from school and/or pupils as appropriate.

Visitor is a delivery person – short term

If the reason is to deliver an educational item to a member of staff c/o the school, then the School Office will sign for the item and call the caretaker. The visitor will not need to sign the Visitor's Book or wear a badge in this case. The caretaker will contact the appropriate member of staff, deliver the item or move it the staffroom.

Visitor is a parent/carer – short term

If the reason is to deliver an item or a message to a specific pupil, then the School Office will take the item or message then contact the Form Teacher at an appropriate time. The visitor will not need to sign the Visitor's Book or wear a badge in this case.

Parents/carers can go directly to a classroom to deliver or collect a pupil. If the reason is to pick up a pupil to take off site then the School office will add a note in the Pupil's In/Out book to indicate the name of the child and the time at school they have been collected. If the reason is to drop off a pupil then the School Office will add a note in the Pupil's In/Out book to indicate the name of the child and the time at which they have been brought back to school. The visitor will not need to sign the Visitor's Book or wear a badge in this case.

Pupils who are waiting for parents/carers should wait on the sofa by the School Office.

Visitor is a temporary member of staff/contractor

Temporary staff, contractors and visitors who remain on school premises will be required to sign the Visitors' Book and wear a Visitors' badge. This includes tradesmen, members of staff from other schools, outside agencies and parents involved in events. All visitors should be accompanied by a member of staff.

Parent/Teacher Meetings

Parents wishing to meet with staff are encouraged to make arrangements in advance and staff are recommended to organise meetings before and after the school day. If the meeting is held during the school day, then the registering procedure applies.

The school has the right to adapt or set aside the above procedures in the event of special activities such as special assemblies, Musical, Sport, Art and Drama performances, Open day.

See also: **Safeguarding and Child Protection Policy**

This policy will be reviewed annually			
Created: February 2011	By:	Jill Kelham, Vice Principal	
Latest Review: April 2019	By:	Nathalie Renou, Assistant Head – Welfare and Safeguarding	Changes made
Next Review: April 2020	By:	Kensington CLT	

Appendices

Appendix 1: Visiting Speakers Procedure

THOMAS'S KENSINGTON VISITORS' POLICY APPENDIX 1



VISITING SPEAKERS' PROCEDURE

PURPOSE

Thomas's Kensington invites speakers from the wider school community to talk to pupils to enrich our pupils' knowledge and experience of the world.

It is Thomas's Kensington's responsibility to all pupils to ensure that they can critically assess the information they receive and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

PROCEDURE

Prior to their visit to Thomas's Kensington, a discussion must take place between the speaker and the designated school contact via phone/email to ensure the content of the talk is age appropriate and more importantly to ensure content is balanced and impartial in its deliver. If necessary a meeting at school will be arranged.

The visiting speaker will be directed to the necessary policies (Teaching and Learning Policy) which outline Thomas's Kensington's approach to political or social issues. All staff and speakers are aware that the school precludes the promotion of partisan political views in the teaching of any subject.

Speaker is always accompanied by a member of staff and asked to read the safeguarding pamphlet on arrival.

The school will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's visit. Visiting speakers will be supervised by a member of staff whilst on the school site. At no point will a visiting speaker be left unsupervised on site whilst pupils are present. Any concerns for the content or nature of the talk should be referred to the school's Designated Safeguarding Lead immediately.

Guidelines for Visiting Speakers

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.

- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the CLT.
- School staff members have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.