



THOMAS'S BATTERSEA VISITORS POLICY

INTRODUCTION

This policy was written to create an environment in which both the school community and visitors feel safe and where continuity of teaching is given priority.

DEFINITION

A visitor is defined as any person entering the school buildings who is not an employee of Thomas's Battersea e.g. parents, carers, contractors or activity organisers.

GENERAL GUIDANCE

- All visitors are expected to sign in at the Front Office.
- No visitor may remain on site without permission.
- Pupils, parents or carers are asked not to open any outside doors for visitors
- All visitors should be reminded that the school regulations apply to them, and in particular:
 - the school is a designated a no smoking site
 - the school does not allow visitors to bring dogs into the school building. Dogs can be left at the front of school using the lead hooks provided
 - fire evacuation and emergency procedures
 - no photographing, filming or audio recording is allowed at any time, without the Head's permission
 - mobile phone lockers are provided for visitors on certain visits, e.g. School Tours
 - information relating to pupils must remain confidential
 - that if there is any cause for concern this must be passed on immediately to a member of staff
 - any person on site who is not recognised, or who is not wearing the appropriate lanyard, is challenged.

At morning drop off:

- School is open to pupils from 0745 for early morning clubs and lessons; and there is a supervision service for early pupils, in both Lower and Middle/Upper School libraries
- Unaccompanied pupils enter the school site via the main gate
- Accompanied pupils and all adults enter the school site via the small pavement gate
- From 0745 parents and carers must use their fob to enter by the main entrance.

- If no fob is present, the Security Team will sign them in if they can confirm they are the authorised adult.
- All parents and carers must be off site by 0915, unless they have authorised permission or meetings and have been signed in by a member of staff.

During the timetabled school day 0825 – 1600:

- No visitor may enter the school site without permission
- Visitors must sign in at the Front Office
- Parents remaining in school for any reason must sign in
- Whenever possible, visitors must obtain authorisation from the designated member of staff responsible for them in advance
- The designated member of staff must pick the visitor up from the Front Office.

At afternoon pick up and dismissal:

- From 1510 parents and carers must use their fob to enter school by the main entrance
- If no fob is present, the Security Team will sign them in if they can confirm they are the authorised adult
- Parents and carers waiting to pick up pupils may wait in a designated area in the playground.
- Dismissal times are as follows:

- **Lower School:**

- At 1520 Reception pupils are collected by parents from the Lower School Outside Area.
- At 1530 Year 1 pupils are collected by parents from the Lower School Outside Area
- At 1530 Year 2 pupils are collected by parents from the Tunnel.
- Any Lower School pupils on a school bus or coach run are supervised in the Late Room from 1530 – 1600 and then escorted to the Dining Room at 1600.
- Pupils attending clubs are supervised in the Late Room from 1530 – 1600 and then collected for various clubs.

- **Middle School:**

- At 1600 Years 3, 4 and 5 pupils are collected by parents from the a designated location in the playground
- Any pupils on a school bus run meet at the designated meeting point
- Pupils attending clubs go direct to the club meeting point
- Pupils attending Supervised Prep go direct to the location.

- **Upper School:**

- At 1600 Year 6 pupils are collected by parents from a designated location in the playground
- At 1600 Year 7 and Year 8 pupils are dismissed from form rooms
- Any pupils on a school bus or coach run meet at the designated meeting point
- Pupils attending clubs go direct to the club meeting point
- Pupils attending Supervised Prep go direct to the designated location.

- Parents and carers are responsible for their children after pick up, and are encouraged to leave the school site directly after pick up.

- Pupils are allowed on the climbing frame or playground after school until 1630; parents / carers supervise pupils fully and are responsible for their safety.
- Parents and carers should keep pupils well clear of any games lessons or fixtures on the playground
- When Year 7 and Year 8 pupils are dismissed from form rooms, they are expected to meet their parents or leave school immediately, unless they are at a club or in supervised prep or another arranged activity
- Pupils on the 1700 bus run meet at the designated meeting point
- Pupils at clubs are handed over to parents or the bus driver by the club leader at the designated meeting point.

PROCEDURES FOR VISITORS

Planned Visits during the school day

- The visitor must identify themselves to the Front Office / Security Team
- The Front Office / Security Team will establish:
 - the name of the visitor
 - the purpose of the visit
 - the designated contact at school
 - any documentation or identification necessary
- The visitor and reason for the visit is checked against a list provided by the designated staff contact
- The visitor is signed in and must wear a clearly visible visitor lanyard at all times: **red lanyards** for accompanied visitors; **green lanyards** for unaccompanied visitors:

Red lanyard visitors

The designated staff contact is responsible for:

- collecting the visitor from the Front Office holding area
- collecting a relevant NDA
- accompanying and accounting for the visitor at all times
- ensuring the fire evacuation and emergency procedures are explained
- giving any other relevant guidance
- collecting any material used at the end of the visit
- ensuring the visitor signs out and leaves the premises

Green lanyard visitors

These visitors must provide an up-to-date DBS form. They may find their contact themselves, though the designated staff contact is responsible for:

- ensuring the fire evacuation and emergency procedures are explained
- giving any other relevant guidance
- collecting any material used at the end of the visit
- ensuring the visitor signs out and leaves the premises

Further guidance for planned visits

- 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 relevant Heads of School and/or the Head before any agreement is made.
- Before arranging visits to school, teachers should consult with the relevant Heads of School and/or the Head and ensure that the visit causes minimum class/school disruption or inconvenience.
- The Front Office / Security Team should be emailed in advance with visitor name, time and purpose of visit, and the designated staff contact who will be responsible for the duration of the visit.
- The staff contact will collect the visitor from the Front Office holding area, escort the visitor throughout the visit and sign the visitor out when they leave.
- Visitors may be expected to attend a planning meeting beforehand to ensure any procedures are understood.

Unplanned visitors

The first point of contact should be with the Front Office / Security Team, who will then involve other staff from school and/or pupils as appropriate.

EXAMPLES OF PROCEDURES FOR DIFFERENT TYPES OF VISITORS

Delivery company – short term

If the reason is to deliver an educational item to a member of staff, then there is no need to sign in. The Front Office / Security Team will sign for the item and contact the Facilities Manager. The appropriate member of staff will be contacted, or the item will be delivered to the appropriate place.

Remaining on school premises for a length of time

These include contractors, tradesmen, staff from other schools, and outside agencies. Signing in and visitors badges are required. Visitors must be accompanied by the appropriate staff contact who will collect them from the Front Office holding area.

Dropping off item or message for pupil – short term

The Front Office will take the item or message at the Front Office, then contact the pupil or form tutor / teacher at an appropriate time. There is no need for the visitor to sign in or deliver the item personally.

Dropping off a pupil after school lessons have started – short term

If a pupil is dropped off late at school, Front Office staff will register the pupil on iSAMS and escort the pupil to the classroom if necessary. There is no need for the parent or carer to enter school, so no need to sign in; however on some occasions a parent will escort younger pupils to form rooms.

Collecting pupil within the school day – short term

If a parent or carer arrives to collect a pupil, then they will wait the pupil in the Front Office holding area. There is no need to sign in. If pupils are waiting to be collected they must wait within School on the seating opposite the Front Office door.

Parents authorised to assist with voluntary work or events

Signing in and visitors green lanyards are required, though parents who are DBS checked do not need to be accompanied.

Parent / teacher meetings

Parents and staff meeting at School should make arrangements well in advance. The Front Office / Security Team must be informed of the details by the staff contact. Parents issued with green lanyards are allowed to go to the meeting place unaccompanied. The Front Office will contact the designated member of staff. If the visitor is issued with a red lanyard then the full visitor signing in procedure applies.

The Head has the authority to exclude from the school premises any person who disrupts or who appears likely to disrupt the normal running of the School. Any such individual shall be directed to leave the school premises immediately.

The School has the right to adapt or set aside the above procedures in the event of special activities such as examinations and assessment days, School events, Music, Sport, Art and Drama performances.

See also: [Safeguarding and Child Protection Policy](#),
 [Battersea Teaching and Learning Policy](#)

This policy will be reviewed annually			
Created: November 2010	By:	Mal Hall, Deputy Head	
Review: January 2019	By:	Mal Hall, Assistant Head Approved: Simon O'Malley, Head	Changes to reflect new signing in procedure
Review: June 2019	By:	Mal Hall, Assistant Head Approved: Simon O'Malley, Head	Additional information on NDA in appendix 1
Latest review: February 2020	By:	Mal Hall, Assistant Head Approved: Simon O'Malley, Head	New procedures updated
Next review – February 2021			

Appendices

Appendix 1: Visiting Speakers Procedure

THOMAS'S BATTERSEA VISITORS' POLICY APPENDIX 1



VISITING SPEAKERS' PROCEDURE

PURPOSE

Thomas's Battersea 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 Battersea'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 Battersea, 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 designated school contact (either the person organising the event or, in the case of a PTA event, the Communities Coordinator) is responsible for ensuring the relevant Non-Disclosure Agreement is read, signed and returned in advance of the event.

The speaker will be directed to the necessary policies (Teaching and Learning Policy) which outline Thomas's Battersea'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.

As a guide the presentation must not:

- incite hatred, violence, or call for the breaking of the law.
- encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- spread hatred and intolerance of any minority group/s in the community.
- insult other faiths or groups, within a framework of positive debate and challenge.
- be used to raise or gather funds for any external organisation of cause without express permission from the Head.

A member of the school staff will be present throughout the presentation and has the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement and refer matters to the school's Designated Safeguarding Lead immediately.

On arrival the speaker will be asked to read the safeguarding pamphlet and follow the Battersea Visitors Policy. As such the speaker will always be accompanied by a designated member of staff on the school site, and at no point will a visiting speaker be left unsupervised whilst pupils are present.