



THOMAS'S FULHAM VISITORS' POLICY

AIMS

To ensure the safety of pupils, staff and other adults and young people on the premises.

PROCEDURES

The standard procedure is for all visitors to enter by the main entrance, having identified themselves to the office staff, who can see who they are from the office.

They should enter their details as requested into the Inentry sign in system at Reception. A member of the office staff, as admitting adult, will take responsibility for the visitor and ensure that they are issued with a visitors' sticker and lanyard that is clearly visible at all times.

If a visitor does not have the relevant documents and is unknown to staff they are to be issued with a red lanyard. A red lanyard means that they must be supervised at all times by a member of staff whilst on site.

If a visitor does present the relevant documents and is DBS checked, i.e. supply teachers, parent readers they are to be issued with a green lanyard to indicate that they are free to be unaccompanied within the building.

Blue lanyards can be issued to parents if they are entering the school during the day.

A senior member of staff is to act as admitting adult at times when they know that the school office staff are unavailable.

Any member of staff admitting a visitor through the main or any other door is personally responsible for ensuring that the visitor's details are recorded on Inentry and that sign in is complete. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff.

If a member of staff is expecting a visitor they must inform the admin staff on reception beforehand and come to reception to meet the visitor on arrival.

Unless the admitting adult recognises the visitor and knows his/her business at the school (s)he will:

- establish the identity of the visitor (if appropriate by asking for an identification document)

- establish the purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details in Inentry.
- ensure that the visitor signs out and returns their badge at the end of the visit and ensures that they leave the premises

If in any doubt about the visitor (s)he must ask the visitor to wait in reception and inform a senior leader immediately. If the Head Teacher is unavailable then inform a member of the safeguarding team.

Office staff will check the visitors' sign in details during the lunch break and at the end of the school day to establish that all visitors entered in the building are signed out and that they have left the school.

When large groups are entering the building for events such as a showround, Inentry can still be used as long as visitors' details are uploaded prior to them arriving. Where this is not possible a paper sign in system can be used as an alternative but a lanyard still needs to be worn. Visitors must stay with their showround guide for the entirety of the tour and sign out when leaving the building.

It is the duty of any member of staff to report to the Head Teacher/Deputy Head teacher/Assistant Head teacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description they can of any such person. The Head Teacher will keep a written record of such a report and details and decide on appropriate action (report to other schools, the LEA, the police and alert all staff).

Staff are asked to challenge any adult they see in the school who is not a member of staff and children know to inform a staff member of any adult they do not recognise who is not wearing a visitors' lanyard.

Outer electric gates are to remain closed at all times during the day, request for access is through an intercom system from the main street, Hugon Road. Admin must identify any visitor and understand why they are coming onto the premises before allowing entry into the school site/building. Inner gates to the school/playground are locked during the school day and only opened by designated staff with a key.

Parents and children are asked not to hold the door open for visitors for reasons of security.

All visitors (parents and those without direct connection to the school) are expected to adhere to the following procedures:

- They should familiarise themselves with fire evacuation routes which are visible around the building.
- They must sign in when they arrive and sign out when they leave and wear a form of identification at all times in the school
- They should remain in the school only for the specific time and in the exact location relevant to their visit.

PROCEDURE BEFORE 0830 AND AFTER 1520

It is recognised that before 0830 and after 1520 the procedure does not apply, as parents are entering the school to deliver/collect pupils. At these times the following procedures will take effect

Before 0830

Parents and pupils enter the front door & side door from 0815 – 0830 sometimes earlier for morning clubs. At these times a member of staff is on the door to make sure everybody entering the building is known. If an unknown person enters the building (visitor or guest unknown to the person on duty) they are asked their business and told to report to the office where they will be signed in or escorted off site. At 0830 the front door & side door are closed as well as the gates to the playground. At 0835 a member of staff sweeps the school to make sure that all parents/carers are out of the building. Anyone still in the building at 0840 is to report to the office to sign in. From here on regular procedures apply to visitors.

After 1520

From 1520 – 1600 pupils are taken out of the building into the playground via the side door to be dismissed. A member of staff is on this door from 1520 – 1600 to make sure no one enters the school that should not. Clubs run from 1530 – 1730 on the school premises. The office staff are in the office to supervise the door until 1700 and after 1700 a designated member of staff is on duty until all pupils have left the building with a known adult.

TYPES OF VISITORS

Day to day unexpected visitors and callers should report to the school office. On the occasion of the unexpected visitors, the first point of contact should be with the school office, who will involve other staff and pupils as appropriate.

The following are examples of various procedures (in order of risk), which will help the running of the school.

Non vetted unknown visitor – Type 1 (e.g. pest control, lift inspection personnel, external builders, outside people delivering workshops/special events to pupils)

All visitors that are spending a prolonged time in school must sign in, wear a red lanyard and must be accompanied by a member of staff at all times. If they are a contractor or maintenance person (non-teaching) the caretaker, or if not available member of the office staff, must accompany them at all times. If they are visiting to speak to the pupils the member of staff who organised the event should arrange for the visitors to be accompanied by a member of staff at all times.

Non vetted unknown visitor – Type 2 (e.g. delivery person, person with an enquiry).

If the visitor is delivering items or making an enquiry, there is no need to sign the visitors' log or wear a lanyard. A member of the office staff will deal with the delivery or query at the front desk and organise for the delivery to be dealt with. The unknown person will not be allowed any further into the school and will speak to the office staff via the intercom before entering the building.

Known visitor. Parent/carer – short term.

If the reason is to deliver an item or a message to a specific pupil, then the office will take the item or message, then contact the pupil via the class teacher at an appropriate time. If the parents/carer needs to deliver a message personally or has a meeting with a member of staff they must sign in and wear a blue lanyard.

Temporary or occasional staff (e.g. supply staff, maintenance staff, other Thomas’s teachers, IT team, external club staff)

All temporary or occasional staff must sign in at reception. All temporary or occasional staff must have had the Safeguarding induction and be included in the Single Central Register. They will wear a green lanyard or be issued with a school badge

Vetted staff or volunteers (e.g. parent readers)

All vetted persons must sign the visitors’ log and wear a green lanyard.

The School can adapt the above procedures for special activities such as special assemblies, Musical, Sport, Art and Drama performances, Open Days. These events will be risk assessed and a list of attendees gathered if applicable.

The Head Teacher is responsible for ensuring that the procedures in this policy are followed by all staff.

DUE TO COVID RESTRICTIONS ADDED MEASURES ARE IN PLACE AT THIS CURRENT TIME– VISITORS AND DELIVERIES ARE NOT TO COME INTO THE BUILDING UNLESS ABSOLUTELY NECESSARY. RECEPTION STAFF WILL MEET THEM OUTSIDE OF THE MAIN DOOR AND DO NECESSARY HANDOVERS/SIGNAGE THERE. VISITING SPEAKERS WHERE POSSIBLE WILL HAPPEN ONLINE. WE WILL REVERT BACK TO THE MAIN POLICY IN DUE COURSE UNDER THE PROVISION OF GOVERNMENT GUIDELINES.

See also School Policies: Safeguarding and Child Protection Policy

This policy will be reviewed annually and/or when needed			
Created: September 2011	By:	Paul Wild, Deputy Head teacher and H&S Co-ordinator	
Latest Review: September 2020	By:	Lee Walters, Assistant Head	Changes made
Next Review: September 2021	By:	Lee Walters, Assistant Head and H&S Co-ordinator	

Appendices

Appendix 1: Visiting Speakers Procedure

THOMAS'S FULHAM VISITORS' POLICY APPENDIX 1



VISITING SPEAKERS' PROCEDURE

PURPOSE

Thomas's Fulham 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 Fulham'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 Fulham, 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 Fulham'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.