

# Dane Court Grammar School

## Visitor Policy



**Approved by:**

**Date:**

**Last reviewed on:**

10 December 2021

**Next review due by:**

December 2022

## **The Aims of this Policy**

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

## **The Objectives of this Policy**

The key objectives of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

## **Protocol and Procedures**

### **Visitors Invited to the School**

Before a visitor is invited to the school, the Headteacher or Deputy Headteacher are informed, with a clear explanation as to the relevance, purpose, date and time of the visit.

Prior to visit:

- Staff expecting a visitor should alert reception staff in advance of the visit
- Where a visitor is attending school in their professional capacity and is in [regulated activity](#) with students they will need a DBS check. In this instance staff should consult Carolyn Hobbs or Helen Ling in advance of the visit.

On arrival:

- All visitors enter the school building through the main door and report to Administration staff
- Formal visitors representing the LA, Coastal Academies Trust, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- Visitors are expected to sign in using the electronic visitor management system.

- All visitors are required to wear an identification badge/lanyard
- All visitors are given/shown a copy of the Visitor Information Leaflet
- Visitors will be collected from reception by their point of contact. The contact will then be responsible for them while they are on site.

On departing, visitors leave via reception and:

- Sign out using the visitor management system
- Return the identification badge to reception

### **Unknown/Uninvited Visitors to the School**

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification. The above procedures will apply.

Anyone who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in using the visitor management system and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply or becomes abusive or aggressive an SLT member will be called and the visitor will be asked to leave the school site. The SLT member will consider the situation and decide if it is necessary to inform the police.

### **Governors and Volunteers**

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

### **CPD**

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

### **Linked Policies**

This policy should be read in conjunction with other related school policies: including:

- Child Protection and Safeguarding Policy
- Healthy and Safety Policy
- Fire Evacuation Procedures

### **Monitoring and Evaluation**

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

## Appendix 1

### Visitor Information Leaflet

Welcome to Dane Court Grammar School, we hope you enjoy your visit. Please read the information below before you enter the school site. If you have any queries please ask a member of staff in reception.

#### Safeguarding Notice

Our students' welfare is of paramount importance to us. If you have any concerns relating to the safety or wellbeing of our students, please inform Anita Ives (Deputy Designated Safeguarding Lead) or Ian Wallace (Designated Safeguarding Lead) immediately. This can be done in person (please ask for someone at Reception to contact the DSL or a deputy DSL) or, alternatively, concerns can be raised via email (please see details below).

We hope that you enjoy your visit to Dane Court and we thank you for supporting us in keeping our school a safe and happy place.

**Designated Safeguarding Lead: Ian Wallace** [wallace@danecourt.kent.sch.uk](mailto:wallace@danecourt.kent.sch.uk)

**Deputy Designated Safeguarding Lead: Anita Ives** [ives@danecourt.kent.sch.uk](mailto:ives@danecourt.kent.sch.uk)

**Deputy Designated Safeguarding Lead: Chris Pleasant** [cpleasant@danecourt.kent.sch.uk](mailto:cpleasant@danecourt.kent.sch.uk)

**Deputy Designated Safeguarding Lead: Gemma Bolt** [bolt@danecourt.kent.sch.uk](mailto:bolt@danecourt.kent.sch.uk)

#### Fire Evacuation

You will be informed when you sign in if there is a Fire Drill planned during your visit.

If a Fire Alarm sounds during your visit please make your way out to the Assembly Point, the Netball Courts, using the following routes and make reception staff aware of your presence. If you are supervising a student(s) please ensure you accompany them to the Assembly Point.

#### Exit routes Sports Hall

Main Hall	Out through East and West Exits and onto assembly point.
Other areas	Out through North main entrance and around building to assembly point.

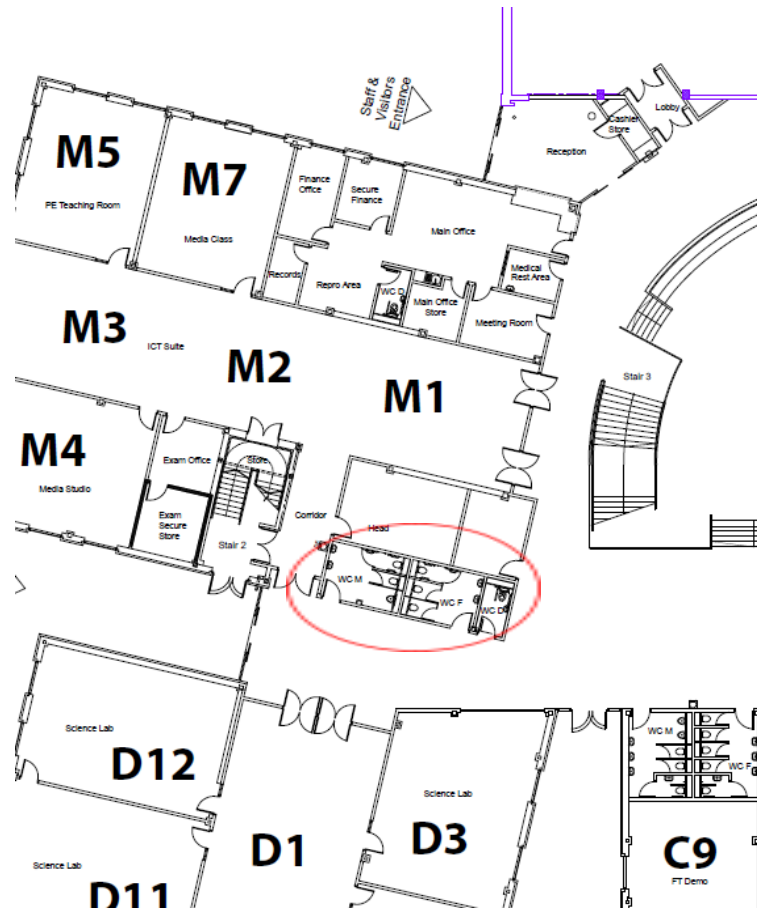
#### Exit routes School Building

Library	Down main staircase and exit via main exit.
N1, N7 , N8	Down main staircase and exit via main exit.
I.T. Server room.	Down main staircase and exit via main exit.
N2 through N6	Exit via staircase 2 then out through fire exit, continue to assembly point.
Main Office	Exit via main exit, continue to assembly point.
M1	Exit via main exit, continue to assembly point.
M2 through M7	Exit via stairwell exit, continue to assembly point.
D1 through D12	Exit via D6 exit continue to assembly point.
C1, C2	Exit via South exit to assembly point.
C3	Exit via East exit to assembly point.
C4 through C9	Exit via South exit to assembly point.
C10, C11 Kitchen	Exit via East exit to assembly point.
Caretakers, meeting room.	Exit via East exit to assembly point.
Hall	Exit via East exit to assembly point.

- H3, through H6 assembly point. Exit via North East exit onto tarmac area then around outside of building to assembly point.
- H1, H2 Exit via main exit to assembly point.
- H7 Exit via main exit then to assembly point.
- B1, B2, B7, B8, B9 & H8 Exit via East exit to assembly point.
- B3 through B6 Exit via North exit then East around building to assembly point.
- S2 through S7 Exit via West staircase (stairwell 6) onto tarmac area then around outside of building to assembly point.
- S1, S8 & S9 Exit via stairwell 5 then to assembly point.
- T1, T8 Exit via stairwell 5 then to assembly point.
- T2 through T7 Exit via stairwell 6 onto tarmac area then around outside of building to assembly point.
- L3 through L12 Exit via stairwell 4 to assembly point.
- Staffroom Exit via main staircase to main exit.

**Toilets**

The main visitor toilets are located opposite the Delphi Plaza, please see map below or ask at reception for directions.



There are other staff toilets located around the school site, please ask your point of contact or reception staff for details.