



VISITOR MANAGEMENT PROCEDURE

This procedure relates to all external visitors (non-staff) entering Kings Mill School sites including parent, carers and relatives, governors, visiting professionals, supply teachers, peripatetic tutors, local authority staff, buildings and maintenance contractors, sub-contractors, trainee teachers, students & volunteers.

1. Introduction

Kings Mill welcomes visitors, however it is our responsibility to ensure the security and wellbeing of our pupils are uncompromised.

This procedure will enable us to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

Kings Mill requires that all visitors (without exception) comply with the following protocol and procedure.

2. Protocol and Procedure

2.1 Registering & monitoring visitors

Visits to Kings Mill should be pre-arranged. All visitors must report to reception on arrival and not enter via any other entrance. At reception, all visitors should explain the purpose of their visit and who has invited them.

Visitor should be prepared to produce formal photo identification; this could be a company ID Badge or an original document e.g. passport, driving licence.

Depending on the nature and purpose of the visit, visitors may be asked to provide evidence that enhanced vetting and barring checks that have been carried out on them¹. This could be a company Letter of Assurance² or current Enhanced DBS certificate. If necessary, a verification call to the visitor's employer or equivalent, will be carried out.

All visitors will be asked to sign in using the visitor management system, which includes a photograph of the visitor being taken.

Visitors will be issued with a lanyard which includes the visitor badge. This should be worn and displayed prominently at all times while on the school site.

New visitors will be given a copy of the visitor information leaflet which details contact information for the designated safeguarding lead.

¹ For further information read our Child Protection & Safeguarding Policy via www.kingsmillschool.co.uk

² Written notification from any agency, or third party organisation, that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school. Written notification must confirm the enhanced DBS certificate has been obtained by either the employment business or another such business. KCSiE

Visitors will be escorted to their point of contact OR their point of contact asked to come to the school office to receive the visitor. The point of contact will remain responsible for the visitor while on site.

On departing the school, visitors will leave via the school office and sign out using the visitor management system. Visitors must return their visitor ID badge and lanyard to reception before leaving the school site.

Unsupervised Visitors

Visitors that produce satisfactory photo and safeguarding evidence will be added to the approved visitors list and allowed access to the site unaccompanied.

Visitors wearing the following lanyards will be given access to the site unsupervised:

- Green

Supervised Visitors

Visitors that are not able to provide satisfactory photo and safeguarding evidence must remain accompanied by a staff member at all times while on site.

A staff member should supervise visitors wearing the following lanyards at all times:

- Red

Any visitor wearing a red lanyard, unaccompanied, will be challenged by a staff member and escorted to reception. The visitor will remain supervised in reception until they are reunited with their point of contact. SLT will be informed of the incident.

2.2 Planned Visits

The majority of visits to the school will be planned. Any staff member arranging a visit to the school should:

- notify the school office in advance of the visit
- make staff aware at Monday briefing
- advise the visitor of the documentation they will be asked to produce on arrival
- notify them of the parking arrangements
- enter the visit details into the school calendar

2.3 Unplanned Visits

In most cases the visitor enquiry will be dealt with by the office staff and will not require entry to the school site. In the event of the visitor requesting entry to the school site, the visitor will be asked to make an appointment at a later date OR will be allowed entry to the school and asked to follow the procedure outlined in section 2.1.

Entry to the site will be decided by a member of SLT who will consider each case on an individual basis, taking into consideration the nature of the visit and how the visit will affect the running of the school.

2.4 Approved Visitors

The approved visitors list will be monitored on a termly basis and visitors no longer expected to visit the school will be removed from the list.

SLT will use their professional judgement about the need to escort or supervise regular approved visitors.

Regular approved visitors may be asked to complete safeguarding training. This will help visitors feel confident in identifying the possible signs of abuse and neglect and understand the correct procedures for reporting concerns.

2.5 Buildings & Maintenance Contractors

All contractors visiting site will be asked to follow the procedure outlined in section 2.1.

Contractors will be asked to sign/agree to the procedures outlined in the risk reduction schedule before gaining entry to the site.

On arrival contractors will be introduced to the Premises Manager (or other nominated person) and given a contractor walkie talkie. On completion of works the contractor must remain in the work area and notify the Premises Manager, using the walkie talkie. The Premises Manager will then go to the contractor work area, inspect the work, check tools, debris etc. are cleared away and ensure gates, doors and windows are secured.

2.6 Parents, carers and relatives

Parents, carers, relatives and other visitors attending whole school events e.g. sports day, praise assembly, will not be asked to provide evidence of an enhanced DBS check.

If the event is on the school site, visitors will be asked to sign an attendance sheet on arrival. During these events, parents will be restricted to the hall, reception area and office/toilet area. Parents moving beyond these areas will be asked to follow the procedure outlined in section 2.1.

During whole school events, pupils will remain supervised by staff members at all times.

SLT will use their professional judgement about the need to escort or supervise visitors at whole school events.

2.7 Unknown Visitors

Any individual found on the school site, not wearing a visitor lanyard will be politely challenged and asked the purpose of their visit. If deemed appropriate to remain on site, the visitor will be escorted to reception and asked to follow procedures outlined in section 2.1. SLT should be informed of the incident.

3. Student Centre

Visitors attending the student centre will follow the procedure as outlined in section 2.1 but will report to the Drifffield School & Sixth Form reception on arrival. A current approved visitors list will be distributed termly to the student centre and will be filed in the Student Centre visitor folder.

Visitors will be asked to sign in/out of the building using the visitor's book.

4. Residence

Visitors attending the Residence out of school hours will follow procedure as outlined in section 2.

5. Non-compliance with Kings Mill Policies & Procedures

Any visitor that refuses to comply with the Kings Mill's policies and procedures may be asked to leave the site immediately. A member of SLT team will be informed and will use their professional judgement about the need to inform the police.

In the event that a visitor becomes abusive or aggressive, they will be asked to leave the site immediately. Failure to leave will result in a call for police assistance.