



The
Westgate School
#equippedforlife

The Westgate School

External Visitor Policy

Date Approved by HT:

Date for Revision:

1. Statement of Principles

- 1.1 The Westgate School is committed to fostering a positive and inclusive culture that promotes the intellectual, social, and emotional development of all students.

2. Statement of Intent

- 2.1 The External Visitor Policy outlines the procedures and principles for the management of external visitors to The Westgate School and is intended to ensure the safety and wellbeing of all members of the school community, including external visitors.
- 2.2 The External Visitor Policy aims to ensure that all visitors understand their responsibilities and obligations while on school property and conform to child protection and safeguarding guidelines, including those related to child protection as per the Department for Education's 'Keeping Children Safe in Education' (KCSIE).
- 2.3 The Westgate School has a legal duty of care for the health, safety, security, and wellbeing of all stakeholders. This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse, or nuisance. It is the responsibility of the Governing Body and Senior Leadership Team to ensure that this duty is always uncompromised.
- 2.4 In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Westgate School therefore requires that all external visitors, without exception, comply with the External Visitor Policy. Failure so to do may result in the visitor's escorted departure from the school site.

3. Where And To Whom The Policy Applies

- 3.1 The Westgate School is deemed to have control and responsibility for its pupils anywhere on the school site (i.e., within the school boundary), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:
- 3.1.1 *All staff employed by The Westgate School*
 - 3.1.2 *All external visitors entering The Westgate School site during the school day or for after school activities (including police persons, peripatetic tutors, sports coaches, and topic related visitors e.g., authors, journalists)*
 - 3.1.3 *All governors of The Westgate School*
 - 3.1.4 *All parents and volunteers of The Westgate School*
 - 3.1.5 *All pupils of The Westgate School*
 - 3.1.6 *Other education-related personnel (cover/agency/supply staff county advisors, inspectors)*
 - 3.1.7 *Building, maintenance and all other independent contractors visiting The Westgate School's premise*
 - 3.1.8 *Independent contractors who may transport students in a minibus or in a taxi*

4. Safeguarding Principles

- 4.1 The Westgate School is committed to safeguarding and promoting the welfare of all students as outlined in the DfE's KCSIE.
- 4.2 All external visitors must be aware of their responsibility to report any concerns about the welfare of a student to a member of staff.
- 4.3 All external visitors should not interact with students without permission from a member of staff.
- 4.4 All external visitors must not engage in any behaviour that could be interpreted as grooming or inappropriate behaviour with students.
- 4.5 All external visitors should not take photographs or videos on school property without permission from a member of staff.
- 4.6 All external visitors must not disclose any personal information about students without permission from a member of staff.
- 4.7 All external visitors must not engage in any discriminatory behaviour towards students or staff based on race, gender, sexual orientation, or any other protected characteristic.
- 4.8 All external visitors should not bring any prohibited items onto school property, including weapons or illegal substances.
- 4.9 All external visitors must comply with any instructions or guidance provided by a member of staff regarding safeguarding procedures, including those related to child protection.

5. Protocol And Procedures

- 5.1. The Westgate School's values of ambition, reflection and kindness guide all aspects of school life, including our interactions with external visitors.
- 5.2 All external visitors to The Westgate School may be asked to bring formal identification with them at the time of their visit.
- 5.3 Once on site, all external visitors must report to the Reception upon arrival. No visitor is permitted to enter The Westgate School via any other entrance under any circumstances. If visitors park in the car park, then they must walk around the school building following the clearly marked signs to Reception.
- 5.4 At Reception, all external visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- 5.5 All external visitors will be asked to sign in using the sign-in system.
- 5.6 All external visitors will need to read the safeguarding information when signing in and to sign that they have been informed of our procedures.
- 5.7 All external visitors will be required to wear an identification badge which must remain visible throughout their visit. A green lanyard will indicate that a DBS has been obtained by the individual, whereas a red lanyard indicates no DBS is available and the individual will have to be always accompanied by a member of staff.

- 5.8 All external visitors must adhere to all school policies, including those related to health and safety, conduct, and safeguarding as outlined in the KCSIE guidance.
- 5.9 External visitors will be escorted to their point of contact, or their point of contact will be asked to come to Reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor will not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

6. Approved Visitor List

- 6.1 The Westgate School will hold an Approved Visitor List for external visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).
- 6.2 To qualify for this list, the external visitor must have demonstrated, prior to the visit that:
- 6.2.1 *they have written notification from the organisation that employs the staff member to say that that pre-employment checks have been undertaken. This will include that that the enhanced DBS certificate has been obtained by the organisation, or another such business and where the enhanced DBS certificate has disclosed any matter or information, The Westgate School get a copy of this certificate from the organisation and...*
 - 6.2.2 *they have a current clear enhanced DBS check, and this has been registered on The Westgate School's Central Record and...*
 - 6.2.3 *the person presenting themselves for work is the same person on whom the checks have been made.*
- 6.3 For external visitors who are in school in a professional capacity (e.g., educational psychologists, social workers etc.) and will be involved in regulated activity, we will check ID and be assured that the external visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their employee has had the appropriate checks). We will not be required to see the DBS certificate.
- 6.4 External visitors on the Approved Visitor List must follow the same procedures on entry to the premises (i.e., come to Reception and sign in).
- 6.5 A copy of the Approved Visitor List will be always kept behind Reception.
- 6.6 The Westgate School will not request DBS checks or barred list checks for visitors not in school in a professional capacity, such as children's relatives. However, staff will continue to use professional judgment about the need to escort or supervise such visitors.

7. Visitors Departure From School

- 7.1 On departing The Westgate School, external visitors must:
- 7.1.1 *Return to Reception with a member of staff who should escort the visitor to the Reception and...*
 - 7.1.2 *Sign out using the electronic system that was used to sign in and...*
 - 7.1.3 *Return the identification badge to Reception and...*
 - 7.1.4 *Depart through the front entrance.*

8. Unknown/Uninvited Visitors To The School

- 8.1 Any external visitor to The Westgate School's site who is not wearing a visitor's lanyard should be challenged politely by staff to enquire who they are and their business on the school site.
- 8.2 The individual(s) should then be escorted to Reception to sign in and be issued with an identity badge.
- 8.3 The External Visitor Policy will then apply and if the external visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Leadership Team informed at the earliest possible convenience.
- 8.4 The Senior Leadership Team member will consider the situation and decide if it is necessary to inform the police and/or activate the Lockdown Policy
- 8.5 If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

9. Roles and Responsibilities

9.1 Headteacher

9.1.1 *The Headteacher is the member of staff responsible for implementation, coordination, and review of this procedure. This person will also be responsible for liaising with the site and Reception staff and the Designated Safeguarding Lead as appropriate.*

9.1.2 *All breaches of this procedure must be reported to the Headteacher.*

9.2 Governors And Volunteers

9.2.1 *All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.*

9.2.2 *Thereafter, procedures as per the External Visitor Policy apply.*

9.2.3 *Governors should sign in and out using the electronic system.*

9.2.4 *New governors will be made aware of the External Visitor Policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.*

9.2.5 *New volunteers will be asked to comply with the External Visitor Policy by staff they first report to when coming into school for an activity or class supporting role.*

10. Staff Development

- 10.1 As part of safeguarding training, staff will be made conversant with the External Visitor Policy and asked to always ensure compliance with its procedures.

11. Linked Policies

11.1 This policy and procedures should be read in conjunction with other related school policies, including:

11.1.1 *Child Protection (Safeguarding) Policy*

11.1.2 *Health and Safety Policy*

11.1.3 *Complaints Procedure*

11.1.4 *Lockdown Policy*

11.1.5 *Data Protection Policy*