

Visitors Policy and Procedure

Reviewed June 2023

Next review due: June 2024

Linked policies and guidance:

C.P and safeguarding P&P

Whistleblowing P&P

PREVENT Strategy

Keeping Children Safe in Education

Visitors Risk assessment

Health and Safety P&P

Fire safety

Visiting our school (visits by appointment only)

Statement

Brighton & Hove Montessori School assures all visitors a warm, friendly, and professional welcome, whatever the purpose of their visit.

The school requires that ALL VISITORS comply with the following policy and procedures, except in the event of a group audience at talks/performances or similar in the school.

Further Information is available from the office for Montessori Students coming on observation and teaching practice.

There may be some individuals who are legally not permitted on site so no-one can be admitted unless these procedures are followed.

Responsibility

The Head of School is responsible for implementation, coordination, and review of this procedure and for liaising with office staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the office.

Staff Development

As part of induction and ongoing professional capability staff will be introduced to this policy and the need for compliance with its procedures at all times.

Aim

To safeguard all children under this school's responsibility.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors and parents/carers and conforms to child protection and safeguarding guidelines.

Procedure

Vetting, disclosure and barring check requirements for visitors

Permission must be granted via the office before any visitor can come into school.

Office staff will work in accordance with our Child Protection & Safeguarding procedures and visitor/volunteer risk assessment to establish DBS check requirements.

Regular visitors to the school must have DBS clearance.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

Visitors can be classified according to their degree of access to children:

People working with children – students on placement, LA employees, volunteers.

All such visitors will have an enhanced DBS clearance (see DBS and List 99 procedure). If the clearance is not held by us, we will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

People working with things - builders, gardeners and people working on computers or other equipment.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the school's knowledge of them.

Escorted visitors – parents/carers, prospective parents, job candidates, other people who want to see the school or talk to members of staff and anybody not in the above categories **must be accompanied at all times**.

On arrival

- All visitors must come to the main school entrance (blue gate to the side of the building on Cleveland Road) on arrival and must not enter via any other entrance. If a visitor arrives at another entrance, staff must direct them externally to the main entrance.
- At the gate, all visitors must state the purpose of their visit and who has invited them.
- All visitors will be introduced to a member of the office staff who will check their identification and ask individuals to sign into the visitor's book, logging their name, organisation, who they are visiting and time of arrival. The visitor's book is kept in the office at all times.
- A member of office staff will issue each visitor with a visitor's badge which must be visible at all times.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on school premises.

Unknown/uninvited visitors to BHMS

- Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school office to sign in using the visitor's book and be issued with a visitor's badge.

- In the event that the visitor refuses to comply, they should be asked to leave the site immediately. If there is any potential danger, phone the police. The Head of School/DSL must be immediately informed.
- 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.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. If you have any concerns that a child has been harmed, is at risk or if a child tells you something of concern, **please contact the Designated Safeguard Lead as quickly as possible.**

If a child discloses they might be subject to abuse:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. This would compromise further enquiries. Only trained investigators should question a child. Reassure the child that they are doing the right thing. Record carefully, on an Orange Form (found in each classroom and office) what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team:

Our Safeguarding Leads



Gerry Oliver (Office)



Ben Pearse (Elementary)

REMEMBER...if in doubt...ask. Please do not leave our school without telling someone or doing something.

Health & Safety

All visitors are subject to the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; and the Company regulations whilst on the premises. BHMS Health and Safety policy is available on request.

Accidents

In the event of an accident, incident, illness or near miss, however small, please report to a member of staff immediately so that appropriate action can be taken. If a child reports an injury to you, please refer them to a permanent member of staff.

Mobile phones and photographs

Mobile phones must be switched off, both for child protection and to avoid distraction for the children. Bags and phones can be kept in the office.

Visitors are not permitted to take photographs.

Fire Safety and All Emergencies

In the event of an evacuation, the alarm will sound. All visitors must follow the instructions of the Fire Marshal and/or the Fire Action Notices displayed throughout the school.

If you spot a fire, please activate the nearest red fire call point.

Visitors should vacate the building using the nearest available exit, make their way to the Fire Assembly Point (outside the blue gate on the corner of Stanford Avenue and Cleveland Road) and remain at that point until otherwise instructed. They should make themselves known to the Fire Marshalls or person taking charge.

Code of Conduct

Please be as unobtrusive as you possibly can.

Please sit quietly where you are asked and do not initiate conversation with your own child or other children.

If a child starts a conversation, try to finish the conversation with a short answer. If necessary, explain briefly that you are a visitor and are merely getting on with some work.

Please do not try to help any child unless they are in danger.

Please remember that the children are working independently to the best of their ability, please do not try to correct or assist while they are working. Teaching staff will be aware of any issues and are there to guide the child as and when they need it.

If at any point a visitor's behaviour is unacceptable, they will be escorted off site by a member of staff and the matter is to be immediately reported to the Headteacher and/or the DSL as appropriate.

On Departure

All visitors must return their badge and sign out at the end of their visit.