

Visitors Policy and Procedure



Approved by:	Gerry Oliver
Last reviewed on:	September 2024
Next review due by:	September 2025

Linked policies and guidance:

C.P and safeguarding

Whistleblowing

PREVENT Strategy

Keeping Children Safe in Education

Visitors Risk assessment

Health and Safety P&P

Fire safety

Visiting our school (visits by appointment only)

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.

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

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.

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.

For those visiting the school in a professional capacity, office staff should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).

We will not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending events such as sports day or class performances.

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. If the clearance is not held by us, we will require confirmation that appropriate clearance has been obtained and the 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 will be asked the purpose of their visit and who has invited them.
- Office staff 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

- If staff become aware of any visitor to the school site who is not wearing a visitor's badge, they should alert the office and politely challenge the visitor to enquire who they are and their business on the school site.
- The staff member should then escort the visitor to the school office to sign in using the visitor's book and be issued with a visitor's badge.
- 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. The Head of School/DSL must be immediately informed

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 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 Designated Safeguard Leads

Designated 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.

Staff should speak to the Head of School about any safeguarding concerns they have about a visitor.

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.

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 Head of School and/or the DSL as appropriate.

On Departure

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