

Visitors Policy and Procedure

To be reviewed annually. Next review due: Feb 2023

Visiting our school (visits by appointment only)

We encourage visitors to use sustainable travel options such as public transport, walking or cycling. Please see our [website](#) for travel information.

Statement

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

People may visit our school for a range of reasons. Health professionals, counsellors, inspectors, building contractors and parents are just some of the people who play an important role in schools and can enhance children and young people's learning.

The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures.

Further Information is available 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.

This policy applies to:

- All teaching and non-teaching staff employed by BHMS
- All external visitors entering the school site during the school day or after school activities (including volunteers, students, sport coaches, and topic related visitors e.g. scientists, authors, artists etc.)
- All parents/carers
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

Responsibility

The Head Teacher 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 and conforms to child protection and safeguarding guidelines.

Linked Policies and guidance

- C.P & Safeguarding Policy and Procedure
- Whistleblowing Policy and Procedure
- PREVENT Strategy - HM Gov
- Keeping Children Safe in Education
- Visitors Risk Assessment
- Health and Safety
- Fire safety

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 risk assessment to establish DBS check requirements.

Regular visitors to the school must have DBS clearance.

Students on placements must have a DBS check supplied to us by their training establishment

At no point should any visitor be left on their own with children.

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.

Visitors should be ready to show formal identification where appropriate.

- 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 Headteacher/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. Safeguard leads and contacts are displayed in each environment within the school.

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.