Visitors

Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Resicare Alliance Ltd
Technical review carried out:	SMT
Final quality check carried out:	Chris Brown
Date implemented:	01.03.25
Version Number:	1
Date of the next review:	01.03.26
Department responsible:	Education
Job Title of Lead Person:	Chris Brown (Head of Education)

Visitor Management Policy – Blossom Rose School

Purpose:
To ensure the safety and wellbeing of pupils, staff, and visitors by managing and monitoring all individuals who enter the school premises.

Scope:

This policy applies to all visitors to the school, including parents/carers, contractors, external professionals, volunteers, and prospective families.

1. Principles of Visitor Management

- All visitors must be treated with respect and courtesy.
- The safety and safeguarding of pupils is paramount.
- Visitors must be supervised appropriately and only access areas relevant to their visit.
- The school must maintain a record of all visitors.

2. Visitor Entry Procedure

- **Reception Protocol:**
    - All visitors must report to the main reception upon arrival.
    - Visitors must sign in using the school's electronic or paper-based system.
    - A visitor badge must be issued and worn visibly at all times.
- **Identification:**
    - Visitors must provide valid photo ID if requested.
    - Contractors and professionals must show DBS certification if their visit involves unsupervised contact with children.
- **Escorting Visitors:**
    - Visitors must be escorted by a member of staff unless they have been risk-assessed and approved for independent access.

3. Safeguarding and Conduct

- Visitors must adhere to the school's safeguarding and child protection policies.

- Any visitor behaving inappropriately or causing concern will be asked to leave and may be banned from future visits.
- Staff must report any safeguarding concerns about visitors to the Designated Safeguarding Lead (DSL) immediately.

4. Types of Visitors and Specific Protocols

- **Parents/Carers:**
  - Must book appointments in advance unless attending scheduled events.
  - Emergency visits must be approved by the Headteacher or DSL.
- **Contractors:**
  - Must provide risk assessments and method statements before work begins.
  - Must be supervised unless prior clearance is given.
- **External Professionals (e.g., therapists, social workers):**
  - Must be pre-approved and provide relevant credentials.
  - Must follow safeguarding protocols and confidentiality agreements.
- **Volunteers:**
  - Must undergo induction and safeguarding training.
  - Must be supervised unless DBS cleared and approved for independent work.

5. Visitor Records and Monitoring

- The school will maintain a log of all visitors including:
  - Name
  - Organisation
  - Purpose of visit
  - Time in and out
  - Staff member responsible
- Visitor logs will be reviewed regularly to ensure compliance and identify any patterns of concern.

6. Emergency Procedures

- Visitors must follow school emergency protocols including fire evacuation and lockdown procedures.
- Staff must ensure visitors are accounted for during emergencies.

7. Review and Evaluation

- This policy will be reviewed annually or following any incident involving a visitor.
- Feedback from staff and visitors will inform improvements to the visitor management process.