

Visitors to School Policy

Overley Hall School



Overley Hall
School

Approved by: Support and Scrutiny Board

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Next review due 20th April 2025

by:

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Introduction.

Overley Hall School is a friendly, orderly, safe, welcoming place, where relationships between staff and visitors, including parents/carers, demonstrate mutual respect and recognition of shared responsibility for pupils' welfare and educational progress. Parental involvement is an important factor in educational success and in solving emerging problems at an early stage.

Access to the school by visitors is authorised by the Head Teacher. Typically parents/carers (and those with parental responsibility) are given open access to visit the grounds and buildings of the school.

The headteacher will establish procedures which set out the acceptable purposes for such visits; the areas of the school that may be entered at particular times and the standard of behaviour expected.

Good behaviour of our visitors to our school is expected at all times to ensure that our learners are constantly safeguarded, kept safe and able to learn acceptable behaviours from adults.

There are certain aspects that we ask all visitors to be aware of and these are shared below and are given to visitors on arrival.

Aims

The aim of this policy is to ensure that

- ✿ visitors to school add to the learners and staff school experience
- ✿ pupils and staff and visitors are kept safe physically and emotionally during visits from outside visitors.
- ✿ external visitors know what is expected of them.

This policy applies to:

- ✿ All external visitors entering the school site during the school day or for after school activities.
- ✿ Members of the Support and Scrutiny Board who are not staff members
- ✿ Parents/ carers
- ✿ Learner's siblings
- ✿ Local Authority Staff (from across the UK).

Legislation

Department for Education. (2023) Keeping Children Safe in Education

Definitions.

- ✿ Visitors – there are different types of legitimate visitors to school
- ✿ Professional – e.g. social workers, educational psychologist, SEND officers, health related professionals, OFSTED
- ✿ External organisations– e.g. sports coaches, speakers (careful consideration is given to the suitability of all external organisations)
- ✿ Others – parents/carers, Support and Scrutiny committee members. Risk assessments should be carried out to determine which checks if necessary should be carried out.
- ✿ Unknown/uninvited visitors on site – an unknown person who is not wearing a visitor badge or is on site without permission and therefore is trespassing.

Role & responsibilities

Headteacher

The Headteacher should grant permission for all visitors BEFORE the visit takes place.

Teacher's/ tutor's

Permission should be sort from the Headteacher in plenty of time BEFORE the visit. Teacher's/ tutor's should give a clear explanation as to the purpose, date and time of the visit.

Office Staff

Office staff typically will meet visitors at the front door of Wellingtonia Children's home and will be responsible for checking formal identification, escorting visitors to the school building, ensuring that they sign in and read the relevant information given (see Appendix).

All staff

All staff should be aware of any unknown person not wearing an identity badge. If staff are comfortable approaching the person they should politely ask the person who they are and their purpose for being on site. If they are not comfortable approaching the person they should alert the senior leadership team for support. If the person has legitimate reason for being on site they should be escorted to reception to sign the visitors book or otherwise asked to leave the site immediately if they are trespassing. If the person refuses to leave the Head Teacher or another member of the senior management team should be contacted who will manage the situation and decide whether to call the police.

Visitors

Visitor's should sign the Visitors Book, complete their Visitor's Badge and wear it at all times (be aware of what is written on the front and back of the badge). On departure they should sign the Visitor's Book and return the visitor's badge.

When visitors arrive for a large event we ask them to meet at the Main Hall, sign an attendance sheet and they will then we escorted to the event by school staff.

Safeguarding learners and staff

When Parents/carers and Support and Scrutiny Board members (who are not school staff), visit school DBS or Barred List Checks are not carried out (or evidence requested that this has been done so) as these visitors should not be left unattended whilst in the premises or around the grounds.

Visitors acting in a professional capacity should have their ID checked and assurance should be sought that the professional has had the appropriate DBS checks. Professional visitors should be escorted around the premises as required (unless a Risk Assessment has been completed).

If there is any concern over any visitor on site the Head Teacher or a member of the Senior Leadership Team should be informed immediately.

All visitors should be informed regarding allergies that are present on site and asked not to bring any food containing these onto site.

Visitor books and UK GDPR

Overley Hall School use a Visitors book for Health & Safety reasons. The Visitors book only captures and stores data that we need to keep staff and pupils safe and we ensure that this data remains secure.

Monitoring

This policy will be monitored annually unless experience or legislations deems that it should be done sooner

Links with other policies.

- Child Protection and Safeguarding policy

- Abusive visitors to school
- Confidentiality
- Health & Safety.

Appendix 1.

Notice to staff and Visitors:

Please do not smoke anywhere on the Overley Hall site apart from the designated smoking shelter located near the front of the main building.

This rule applies at all times; whether on duty, off duty, during training or night duty.

Please dispose of cigarette ends, packets and other rubbish responsibly in the buckets and bins provided.

Thank you for your cooperation in keeping the school and home environment safe and tidy.

Important Notice for Visitors

We have several young people that are allergic to Shellfish, Nuts and Eggs.

Please can you inform a member of staff if you have any products with you containing these items.

Visitors/External Contractors Child & Adult Protection Information Leaflet

Welcome to Overley Hall School

Child and Adult Protection Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all our pupils and students. We endeavour to provide a safe and welcoming environment where our young people are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that pupils and students receive effective support, protection and justice. While visiting our school and sixth form we expect you to follow our procedures which help to safeguard our pupils and students.

Key facts about abuse


Abuse and neglect can happen to any person, male or female, of any race, culture, ethnicity or sexuality. Disabled children and adults, and those with special educational needs are particularly vulnerable and additional vigilance is required.

Many pupils and students are unable or find it difficult to disclose what is happening to them and rely on us to interpret their behaviour and spot signs of abuse.

A pupil or student may:

- ❖ Have a bruise, burn or injury that seems suspicious
- ❖ Show signs of pain or discomfort
- ❖ Be unusually passive or withdrawn
- ❖ Become unpredictable and challenging
- ❖ Seem anxious, fearful or distressed
- ❖ Unusually reluctant to be with certain people or in certain places

If you are concerned for a pupil or students health, welfare or safety in any way, you must speak to the Designated Safeguarding Lead (DSL) who is Bev Doran (Head Teacher), Martin Barber (Deputy Head) or Dee Marshall (Head of Sixth Form & Pastoral Deputy). DSL's can be reached in the Senior Leaders' office near school reception.

 Otherwise you can call them on:



Bev Doran - 07496 593111 or 01952 740262 (Ext 6) Email: bevdoran@overleyhall.com



Martin Barber - 01952 740262 (Ext 6). Email: martinbarber@overleyhall.com



Dee Marshall can also be reached on - 01952 740262 (Ext 6). Email: deemarshall@overleyhall.com

Do not question the pupil or student or try to secure evidence. Your responsibility is to report your concern, not to investigate. If you become concerned about a young person's safety, notify the nearest member of staff and tell them why you are concerned. If you have any questions or wish to see our Child Protection or Adult Protection Policies, please contact the Lead DSL on 01952 740262 Ext 6. Please turn over...

Welcome to Overley Hall School

Please read carefully before agreeing to the terms set out in this notice by signing the visitor's book. In order to safeguard our students, all visitors in the school will be supervised by a member of staff at all times.

- Please sign in when arriving and out prior to leaving
- Please wear your visitors' badge at all times during your visit
- Do not smoke. Smoking is only allowed in the smoking shelter located near the front of the main building near the mini bus parking bays
- Mobile phones are not to be used around the children
- If you are a regular visitor we may need to check your DBS (Disclosure and Barring Service) clearance with your employer (NHS, Social Services, County Council representatives). If you have a DBS number and date of clearance please inform our Bursar
- Trainee teachers and volunteers are subject to registration and checks
- Visitors will be met by a member of staff
- In most cases our Office staff will be notified in advance of your visit but please be understanding if you are asked for more information. If you are unknown to the office staff, you will be asked for identification
- Please note that the names of the school Safeguarding appointed Designated People can be found on the reverse side of the visitors badge. If you see anything of concern please ask to speak directly to a named Child Protection and Safeguarding Designated officer.
- In the event of a fire drill or emergency you should join the staff outside the main school entrance in the car park by following staff outside and register with the office staff as promptly as you can
- If you intend to use the school internet/WIFI please inform staff and you will be asked to sign a disclaimer before being supplied with the password
- Thank you for visiting our school and for your co-operation in helping us to safeguard our students by following these security checks
- If you are observing pupils in class we ask that you respectfully follow the guidance given to you by staff. If it is felt that your presence is causing the young people to become anxious you may be politely asked to leave the room to prevent further upset. We ask and fully expect your full cooperation

- You are politely asked not to take photographs or videos of young people whilst in the care of Overley Hall staff

Thank you for your cooperation and we look forward to your return. If you have any special requirements please inform the member of staff who greets you at the main entrance.