



## Visitors Policy

The Head Teacher and staff assures all visitors a warm, friendly and professional welcome to Bradstow School, whatever the purpose of their visit.

For the purposes of this policy the term Visitor describes all persons who attend the school that are not part of the substantive staffing establishment, this includes parents and carers, social workers and other professional visitors, consultants, contractors and trade persons, postal and delivery people and volunteers. The term Host describes the members of staff being visited, in the case where more than one person is being visited, the Host shall be the most senior person within that group. The name of the host may change on the occasion of each visit as required.

### General

Visitors to our school and children's home are a highly valued part of the extended community and contribute richly to how we are striving to improve the lives of our young people, bringing with them vital skills, experience, knowledge and services.

The school works hard to promote tolerance and respect for diverse views, while challenging prejudice of any kind. Radical and extremist views are not permitted at any times.

### Safeguarding

The welfare of our young people is paramount and we make every effort to ensure a safe environment for the entire community. To ensure this we shall:

- Require all visitors to sign in to and out of the school site and wear, visibly, an identification badge throughout their time on site. By signing in, visitors are agreeing to adhere to all local rules, policies and procedures at all times whilst on the school site
- Ensure all visitors are offered a copy of this policy
- Clearly display key visitors information at our reception via the electronic entry system
- Ensure that visitors are aware that mobile phones and other recording devices are not permitted to be used on the site, and visitors will be asked to use the secure lockers available to store them until the end of their visit.
- Ensure any concerns over the welfare of young people are addressed
- Ensure regular visitors who undertake regulated work with any young people are subject to necessary DBS checks
- Ensure all DBS checks remain relevant, valid and appropriate in context of the purpose for visiting the school
- Reserve the right to request character references should circumstances necessitate this
- Reserve the right to refuse admission to any visitor failing to comply with school rules and policies

## Health and Safety

Safety for all young people, staff and visitors is important and is integral to how we function as an organisation. The responsibility for the duty of care for each visitor lies with the host and the host must ensure that their visitor is made fully aware of all relevant emergency and associated operational procedures.

All visitors are required to exercise due care and attention at all times whilst on the premises and to report any hazards, potential hazards or other safety concerns to their host.

## Supervision

Visitors will be escorted to their host or their host will be asked to come to reception to receive the visitor. All visitors remain under the supervision of their host. Where appropriate to do so, and in line with the purposes of the visit, the host shall retain responsibility for any young person the visitor comes into contact with whilst moving around the site. The host will ensure their visitors receive clear instructions and guidance at all times whenever they are in contact directly with young people. See Contact and Access to Communication below.

## Contact and Access to Communication

Bradstow School will ensure that suitable facilities are provided within the Children's Home for any child accommodated there to meet privately at any reasonable time with the child's parents, friends, relatives or any authorised persons, including: a social worker assigned to the child; a person authorised by HMCI; a person authorised by the local authority in whose area the home is located; independent visitors for children looked after by a local authority; a person authorised in accordance Secretary of State to conduct an inspection in relation to the home and the children there; an independent person visiting the home under regulation 44.

## DBS Checks

Disclosure and Barring Service (DBS) checks – standard or enhanced – are used to help ensure the safety and welfare of all our young people. Where required to, visitors must hold a relevant and valid DBS check.

Any visitor who is required to attend regularly will be assessed to determine if the reasons for attending the school necessitate a DBS check. As is most appropriate, these checks will be instigated by Wandsworth Borough Council or by the visitor or the organisation they represent. In most cases an enhanced DBS will be required for any visitor undertaking regulated activity on a frequent basis, where frequent is described as being at least once a week and/or four times in any 30 day period.

Visitors who are visiting staff only and likely to have minimal and incidental contact with young people will not require a DBS check. **Important:** All visitors without a DBS check must be accompanied by their host (or nominated representative) at all times whilst on the premises.

At no times should a visitor have unsupervised access to young people unless as identified in Contact and Access to Communication and identified in their Placement Plan.

Contractors and trade persons must be escorted by a designated member of the Maintenance Team at all time whilst on site.

Bradstow School and Children's Home reserve the right to request a DBS, enhanced or standard, for any visitor where it has been deemed necessary by the Head Teacher, a member of the Senior Leadership Team or any of their reports with delegated authority.

## Confidentiality

All visitors are bound by a code of confidentiality. Any concerns that visitors may have about the young people they come in to contact with should only be discussed with their host. Visitors concerned about what another adult on the premises says, or how they acts, should raise the matter directly with the Head Teacher or Designated Safeguarding Lead at the earliest opportunity.

## Complaints

In the unlikely event a visitor wishes to make a complaint, they will be referred to the Head Teacher or another member of the Senior Leadership Team who will advise them accordingly.

The Head Teacher reserves the right to speak with any visitor about their conduct whilst on site. We reserve the right to inform a visitor that Bradstow will no longer support their attendance on the premises.

*For internal use only:*

Policy last reviewed: January 2020

SLT responsibility: School Business Manager

Policy reviewed by: Mike Kemlo

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