

SCHOOL VISITORS' POLICY

For school year 2018-2019
Date of approval: 20.08.2018

1. Policy Statement

Avenor College assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the General/Executive Director, Director of Learning/Key Stage Coordinator and senior staff to ensure that this duty is followed at all times. In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned. Avenor College therefore requires that **all visitors** (without exception) comply with the following policy and procedures.

Failure to do so may result in the visitor's escorted departure from the school site.

2. Policy Responsibility

The Compliance Director is the member of staff responsible for implementation, coordination and review of this policy. The Compliance Director will also be responsible for liaising with the school's Administrator, General Director, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Compliance Director.

Failure by staff members to adhere to this policy may lead to disciplinary action.

3. Aim

To safeguard all children within the school's responsibility both during school hours and out of school hours' activities which are arranged by the school. The ultimate aim is to ensure that students at Avenor College can learn from and enjoy curricular and extra-curricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

4. 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, governors, visitors and parents and adheres to child protection and safeguarding guidelines.

- To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

5. Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

Visitors are defined as all people OTHER THAN current staff members, cold partners, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

This policy applies to:

- All governors of the school.
- All external visitors entering the school site during the school day or for after school activities (including teachers, sports coaches, and topic related visitors/speakers e.g. authors, journalists, musicians and artists).
- All parents and volunteers not involved in collecting pupils, in other timescales than the drop-off/pick-up timescales.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises for the first time