



## **Bilton Grange Visitor Policy**

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January 2025

## **1.0 INTRODUCTION**

Visitors are welcome to Bilton Grange School and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

## **2.0 SCOPE**

- 2.1 This policy applies to all staff involved in bringing visitors into school activities (including peripatetic tutors, sports coaches, etc.), all Education personnel (e.g. Local Authority Advisors, Inspectors), Building & Maintenance Contractors, Volunteers and all Governors of the school.
- 2.3 This policy also applies to all parents and visitors invited to the school by a member of staff and is available on the Bilton Grange website.

## **3.0 POLICY CONTENT**

### **3.1 Our Aim**

Our aim is to safeguard all pupils under our responsibility, when at school, undertaking arranged activities under our direction out of school, and after school. The aim is to ensure Bilton Grange pupils are able to learn and enjoy extracurricular experiences, in an environment where they are safe from harm.

### **3.2 Our objective**

Our objective is to have in place clear protocols and procedures for the admittance of visitors to the school which is understood by Staff, Governors, Visitors and Parents, and conforms to safeguarding children guidelines as set by the DFE.

### **3.3 Where and to whom the policy applies**

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

Bilton Grange- Staff are required to be familiar with DFE statutory guidance on Keeping Children Safe in Education September 2024 [Keeping children safe in education 2024](#) in relation to preventing unsuitable people from working with children and young persons in the education service.

### **3.4 Protocols and Procedures**

#### **3.4.1 Known visitors Invited to the School**

Permission must be granted by the Head before a visitor is asked to come into school. The Lead DSL will advise of the level of supervision and pre visit checks required. Once permission is granted the member of staff MUST complete the Visitor Log in Teams in advance of the visit so any identified issues can be resolved before the visit is due to take place.

Visitor Risk Assessment Forms are not required for Parents visiting staff. Please refer to appendix 1 for guidelines.

When inviting parents and visitors to the school they should be asked to bring formal identification with them at the time of their visit (as requested by the DSL in the Risk Assessment) and be informed of the procedure for visitors as set out below:

- There are three sign-in locations around the School Site, these are:
  - Main Entrance of the Prep School
  - Main Entrance of Pre-Prep
  - The Bursary
- All visitors must report to the most appropriate location first – they must not enter the school via any other entrance.
- All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification (Local authority staff should have their ID Badge and DBS clearance paperwork).
- All visitors will be asked to sign in at all times using the sign-in iPad.
- All visitors will be required to wear an identification badge and read the Safeguarding information provided.
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.
- In case of a fire evacuation, the point of contact must escort the visitor from the building and ensure they assemble at the designated points.

On departing the school, visitors should return their visitor badge, enter their departure time on the sign-in iPad alongside their arrival entry, and leave via the main entrance for their location.

Visitors do not need supervising to the car park as the site is secure once they leave the sign-in area.

All visitors from external agencies must comply with section 3.4.1 of this policy

#### **3.4.2 Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a school lanyard and identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to the appropriate area to sign-in and be issued with a sign-in badge. The above procedures in 3.4 then apply.

In the event that the visitor refuses to comply, the Head or Deputy Head should be informed promptly, and the visitor will then be asked to leave the site immediately. The Head / Deputy Head will decide if it is necessary to inform the police.

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. The Head/ Deputy Head will decide what further action to take that may include seeking legal advice or police contact.

### **3.4.3 Volunteer Helpers**

All volunteer helpers must attend a safeguarding briefing at least once a year before they can help in school. The briefing is designed to ensure that volunteer helpers are informed about how they will work in school in terms of health and safety and in compliance to rigorous safeguarding practice.

All volunteer helpers MUST work under the close supervision of teaching staff.

Any concerns relating to a Volunteer helper MUST be dealt with immediately, informing the Head or Deputy Head. The whistleblowing policy and practice must be applied.

### **3.4.4 Governors**

All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through the Rugby School Group (if not already held). The School must check all Governors DBS certification is current at the beginning of the academic school year.

New Governors will be made aware of this policy and be familiar with its procedures as part of their induction. This is the responsibility of the Head or Chair of Governors

### **3.4.5 Staff Development**

As part of their Induction, new staff will be made aware of this policy for Visitors and asked to ensure compliance with its procedures at all times. Staff will be advised about how to deal with abuse or aggression (verbal and physical) from others.

#### **4.0 POLICY OWNER**

- 4.1 The Bilton Grange Assistant Head Pastoral and DSL lead is the member of staff responsible for implementation, coordination and bi-annual review of this policy.

#### **5.0 RELATED POLICIES AND GUIDANCE**

- 5.1 The Safeguarding Policy and Safeguarding Information for Visitors, both of which are available on the Bilton Grange Website.

#### **6.0 FURTHER INFORMATION**

- 6.1 This policy will be reviewed bi-annually.

## **Appendix 1**

### **Guidelines to Staff for Visitors**

Before any visitor is invited to the school, the Head should be informed using the visitor risk assessment form (appendix 2) which should be signed by the DSL, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

Permission must be granted by the Head before a visitor is asked to come into school. The Head will advise of the level of supervision and pre-visit checks required. Once approved the Staff member **MUST** complete the Visitor Log on Teams.

### **Process to follow when arranging a visit to school:**

- Staff arranging the visit to complete a Visitor Risk Assessment Form at least one week before proposed visit and pass to Head.
- Lead DSL will assess risk and decide requirements.
- Copy of completed Visitor Risk Assessment Form outlining requirements to be returned to member of staff and copy given to the appropriate Reception.
- Please note if you wish your visitor to have unsupervised access to the school site they must have an Enhanced DBS and/or Barred List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS/CRB was issued. This information will be held by the School.
- All visitors should in any case bring some form of photographic identification.
- Member of staff arranging visit to ask visitor to sign in and obtain a badge.
- Please remember it is everyone's responsibility to challenge unknown and unsupervised personnel or visitors around the school.
- All visitors must sign out at the end of their visit and return their identification badge.

**The following category of visitors do NOT require a Visitor Risk Assessment form to be completed, but the steps detailed below must be followed:**

- Parents Meeting with Staff
  - Sign in at Main Reception and given pass with a visitors badge.
  - Collected and supervised by a member of staff at all times.
  - Returned to Reception by member of staff at end of meeting to sign out and return badge.
  - Could all colleagues please advise Reception in advance of all expected visitors/contractors and inform Reception how to contact you when they arrive with as much advance notice as possible.
- Can all staff please refer to the Visitors Policy which can be located on the Bilton Grange Website.

**Appendix 2****Risk Assessment for Visitors to School**

Please complete at least one working week before the visit and give to lead DSL

Name of visitor	
Class or person they will be visiting	
Member of staff arranging visit	
Date and time of visit	
Will the visitor have unsupervised access to pupils? If so, please give details of how safeguarding will be ensured.	
If the visitor will NOT have unsupervised access to pupils, please give details of how they will be supervised/accompanied during the visit.	
Identification  Photo ID  Address ID  Evidence of Qualifications	Please tick, add description of what the ID is e.g. driving licence and take photocopy
Level of supervision required	
comments relating to this visit	

Signed (DSL) \_\_\_\_\_

Date \_\_\_\_\_