CANNOCK CHASE HIGH SCHOOL

ACHIEVEMENT FOR ALL

SCHOOL VISITORS POLICY & PROCEDURES

1. Policy Statement

1.1 The Governing Body assures all visitors a warm, friendly and professional welcome to Cannock Chase High School, whatever the purpose of their visit.

1.2 The School has a legal duty of care for the health, safety, security and well-being of all students and staff. This duty of care incorporates the duty to safeguard all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

1.3 In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school, therefore, requires **that ALL VISITORS (without exception)** comply with the following policy and procedures. Failure to do so may result in the visitor being escorted from the school site.

1.4 **Abusive language, violence and threatening behaviour towards school staff will not be tolerated. Any visitor exhibiting these behaviours will be asked to leave the school site.**

2. Policy Responsibility

2.1 The Headteacher and Chair of Governors are ultimately responsible for implementing this policy and managing visitors to the school. The Executive Business Manager is responsible for the day to day implementation, co-ordination and review of the policy. The Executive Business Manager will also be responsible for liaising with the Site Team, Business Services Team and the Designated Safeguarding Lead as appropriate. All staff are responsible for ensuring that this policy is adhered to and visitors are properly welcomed and managed safely within the school.

2.2 The policy applies to all visitors to the school. All breaches of this policy must be reported to the Executive Business Manager. Failure by staff members to adhere to the policy may lead to disciplinary action.

3. Aim

3.1 To safeguard all students under the school's responsibility during school hours, and whilst engaged in curriculum and out of school activities which are arranged by the school. The ultimate aim is to ensure that all students at Cannock Chase High School can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

3.2 The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

4. Objectives

4.1 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 conforms to child protection and safeguarding guidelines.

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

5. Where and to Whom the Policy Applies

5.1 The school is deemed to have control and responsibility for its students 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, long term agency staff, students and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.

5.2 The Policy applies to:

- All staff employed by the school;
- All external visitors entering the school site during the school day or for after school activities (including tutors, peripatetic teachers, sports coaches etc.);
- All Governors of the school;
- All parents and volunteers;
- All students;
- Other Education related personnel e.g. County Council staff, advisors, health care professionals, Inspectors, etc;
- Building and maintenance and all other independent contractors visiting the school site;
- Independent contractors who may transport students on coaches and minibuses or in taxis.

6. Visitors to the School: Protocol and Procedures

Before the visit takes place

6.1 Visits should be planned to ensure that students are properly safeguarded. Where appropriate, risk assessments should be undertaken and considered by the Leadership Team. Staff, Sixth Form students, Governors and visitors must wear their identification badges at all times when they are on site.

6.2 All staff must notify Reception by e-mail of any visitor appointments as soon as the visit is known and to enable Reception to effectively verify the identity of visitors when they arrive at site. Reception must be informed of:

- the date and time of the visit;
- the name of the visitor;
- the organisation that they represent where appropriate; and
- the name of the member of staff who is receiving the visitor.

6.3 This member of staff will be responsible for the visitor whilst they are on site. Upon booking the appointment, staff should ask the visitor if they require assistance in ascending the steps to the Reception entrance and notify reception accordingly.

6.4 In the case where visitors attend school regularly, a list may be provided to Reception of the dates and times when visits will take place.

6.5 All visitors to the school (with the exception of parents/students) will be asked to produce formal photo identification at the time of their visit and will be informed of the procedure for visitors as set out below:

At the time of the visit

6.6 All visitors must report to Lower School Reception on Hednesford Road to sign in before entering the school site. No visitor is permitted to enter the school via any other entrance under any circumstances.

6.7 If the visitor is unable to access Reception by the front stepped access, they should notify the Receptionist via telephone upon entry to the visitor car park and alternative access arrangements will be made.

6.8 At Reception, all visitors must state the purpose of their visit and who has invited them. They will be required to produce formal identification to enable the Receptionist to verify their identity.

6.9 All visitors will be asked to sign in on the InVentry electronic signing in screen based in Reception. They will enter their name, organisation, who they are visiting and their car registration. A photograph will be taken for their visitor badge which will be printed and issued by the school Receptionist.

6.10 A blue visitor lanyard will be issued with the Visitor identification badge to all general visitors. The visitor badge must be worn and remain visible throughout their visit. Visitors issued with a blue lanyard must be accompanied by a member of staff at all times whilst on

site, or by an approved visitor where this has been agreed with the Executive Business Manager/ Business Services Officer.

6.11 They will be provided with the appropriate safeguarding, health and safety and school information leaflets before they leave Reception.

6.12 The Receptionist will notify the member of staff receiving the visitor who will come to Reception or otherwise make arrangements to collect their visitor. The receiving member of staff will be responsible for their visitor and ensure that they are escorted at all times while they are on site.

6.13 Visitors must not be allowed to move around the site unaccompanied unless they are on the approved visitor list kept by the school. This is to ensure that visitors are not alone with students unless this is a legitimate part of their role and the school has assured itself that the appropriate DBS checks are in place and the visitor is on the Approved Visitor List *(see section 7 below)*.

At the end of a visit

6.14 On departing the school, visitors must:

- Be escorted by a member of staff to the Lower School Reception;
- Sign out using the electronic screen in Reception, either by scanning the barcode on their badge or by using the touch screen;
- Return their badge and lanyard to the Receptionist. If the Receptionist is not available at the time of departure, then the visitor should return their badge and lanyard to the hosting member of staff who will return the badge to the Business Services Office at the time the visitor is leaving site;
- Reception staff will regularly check that visitors leaving the site have signed out of the system to monitor compliance with these procedures.

7. Approved Visitor List

7.1 The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals) where they are not accompanied by staff.

7.2 To qualify for this list, the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check. Their employing organisation should provide advanced written confirmation that this is the case and that all appropriate pre-employment checks have been undertaken. Details of this are entered onto the School's Single Central Record. The visitor will still be required to provide photo identity on each visit to the site and the Business Services Officer will obtain a copy of this on their first visit and retain on the Approved Visitor file.

7.3 Where DBS and checking confirmation is not available from the employer and approved visitor status is required to enable the visitor to undertake their role, the school may make

separate arrangements to confirm the DBS status and identity of the visitor. Copies of relevant documentation will be held securely and the DBS result will be recorded on the School's Single Central Record. All entries to the list will be approved by the Business Services Officer.

7.4 Where agency services are used, the agency must provide written notification to the MIS Officer that they have carried out all appropriate checks on any individual who will be working at the school that the school would otherwise perform if the individual were directly employed. Any such written confirmation will be held by the Executive Business Manager in the central school records.

7.5 Visitors on the Approved List MUST follow the same procedures on entry to the premises i.e. sign in at lower school Reception and present their photo ID to the Receptionist for verification before entering the school site.

7.6 A school photo ID badge may be produced for regular visitors to the school who are on the approved list and this is accompanied by a Green lanyard. The badge must **not** be taken off the school site. It will be handed to the visitor by Reception when they sign in and must be returned to Reception before the approved visitor leaves the school site. Reception will check the photo on the badge against the visitor to confirm identity before the badge is issued. Formal photo identity may be requested in the event of doubt.

7.7 Visitors on the Approved Visitor List are able to access appropriate areas of the school site unaccompanied as they will have undergone the appropriate safeguarding checks. Approved visitors must wear a green lanyard and have their photo ID badge displayed at all times whilst they are on the school site. All approved visitors are required to sign an agreement outlining safeguarding and conduct expectations *(Appendix A)*.

7.8 A copy of the Approved Visitor List will be kept on the shared drive and updated by the Business Services Officer.

8. Contractors

8.1 Where possible, visits by contractors, especially for maintenance, should be made at times when there are fewer students on the premises.

8.2 Contractors, who through their work at the school may have opportunity for regular unsupervised contact with students, must hold a current enhanced DBS certificate. The school will require evidence that such checks have been undertaken and this must be provided to the Business Services Officer for recording on the Single Central Record. Where satisfactory evidence has been provided, Contractors may be added to the Approved Visitor List. Reception will check the formal photo identity of contractors before signing in.

8.3 Any contractor for whom the school does not hold a current DBS or have evidence in place that appropriate checks have been undertaken, must not be allowed to work unsupervised where they may have contact with students.

9. Governors and Volunteers

9.1 All Governors require an Enhanced DBS check before commencing their role and their result will be recorded to the Single Central Record.

9.2 Governors and volunteers will follow the same procedure as other visitors to the school and will always sign in on the InVentry system on entering the school premises and sign out upon leaving. Governors are issued with a school photo ID card and orange lanyard, which they are required to wear at all times when on the school premises and use this to sign in and out on the InVentry system.

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

9.4 Volunteers are required to comply with this policy. They must complete an Enhanced DBS disclosure before commencing their role. Their details and DBS information will be included on the Single Central Record by the Business Services Officer

10. Visiting Speakers

10.1 If a speaker is unknown to the school, prior to the visit, due diligence checks under the Prevent duty will be carried out by the Designated Safeguarding Lead, including an internet search to ensure that they do not promote radical views. All speakers when speaking will have a member of staff in the room to monitor the talk. All visiting speakers will be appropriately supervised at all times within the school site.

11. Parent Visitors

11.1 Parents should only attend site for pre-arranged appointments, if they need to collect their child during the school day or for emergency purposes. Parents who visit the school site must report to Reception at Lower Site and make the purpose of their visit known. They will each be required to sign in following the standard visitor procedure in Section 6 above. The relevant staff member whom the parent is visiting will be asked to collect the parent from Reception. This staff member will be responsible for the parent whilst they are on site and will ensure that they are escorted by a member of staff at all times. Parents must be returned to Reception by a member of staff and required to sign out on InVentry and hand in their visitor ID badge before leaving the site. Parents are not allowed to move around the site unaccompanied.

11.2 Exceptions to this are where there is a planned event, for example parents evenings, school performances and events, in which case school staff will be available to steward parent

visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

12. Ex Students and Ex Members of Staff

12.1 Ex-students and ex-members of staff must follow the visitor procedures, signing in and being fully supervised by current staff at all times.

13. Unknown/Uninvited Visitors to the School

13.1 It is the responsibility of all staff to politely challenge any visitor to the school site who is not wearing an identity badge and to enquire who they are and their business on the school site.

13.2 They should then be escorted by a member of staff to Lower School Reception to sign in and be issued with an identity badge if they are a legitimate visitor. The procedures under "Visitors to the School" will then apply.

13.3 In the event that the visitor refuses to comply, they should be asked to leave the site immediately. Staff should seek support from a member of the Leadership Team if required. In this instance, the Leadership Team will decide whether it is necessary to inform the police. The Designated Safeguarding Lead must be informed of the incident.

13.4 If any 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.

13.5 Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

14. Staff Development

14.1 As part of their induction, new staff will be made conversant with this policy and asked to ensure compliance with its procedures at all times.

14.2 The policy will be made available to staff via the school Sharepoint.

Last review date:	Next Review date:	Statutory Policy:
March 2026	March 2027	No

Appendix A

Approved Visitor Agreement

(Issued with Cannock Chase High School Photo ID Badge – Visitor/Contractor)

This badge is issued to you as an unaccompanied school visitor/contractor on the following conditions:

- Your badge MUST be collected when you sign in on arrival and handed back in when you sign out on departure;
- If reception are not available when you leave the site, you will leave your badge with the member of staff who you have been visiting, or is linked to the work that you are undertaking;
- The ID badge must be worn and visible at all times whilst on site;
- Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others;
- You will make yourself aware of the Health and Safety contacts, reporting process and responsibilities displayed in the reception area;
- The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises;
- Cannock Chase High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all visitors/contractors to share this commitment. If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact Reception immediately, and ask to speak to the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead;
- Do not enter classrooms unless escorted by a member of staff or by prior arrangement;
- If the fire alarm should sound please leave by the nearest safe exit and report to a Fire Marshall on the school sports field. Do not re-enter the building until you are told it is safe to do so;
- Any illness, accident or injury must be reported to Reception;
- Cannock Chase High School is designated a no smoking workplace and smoking or vaping is prohibited anywhere on the school premises;
- Should your circumstances change you must notify the school.

In the event that you do not adhere to any of these conditions, the ID badge will be withdrawn, along with the facility for unaccompanied visiting.

This badge is issued to you alone and you are responsible for its safe keeping. In the event of loss, you must notify the school immediately. Replacement badges will be charged for.

Name (block capitals): …….

Signed: …….

Date: …….

Appendix B

Check List for Members of Staff Organising Visits from External Agencies

- Be confident that the visitor/external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people. Visiting Speakers will be asked to sign a ***Visiting Speaker Self-Declaration Form*** (attached *at Appendix C*) that ensures they uphold the values and policies of the academy.
- Staff arranging speakers at the school seek approval from the Leadership Team in advance of the event through the Internal Event Proposal Form. The form should detail the checks that have been undertaken to provide assurance that the messages delivered will be appropriate and align with the stated values of the school. This might include references from other schools, independent online reviews, website content, social media searches, etc. Methods will vary dependent on the external organisation or individual involved in the event. The Leadership Team will consider whether checks undertaken are suitable and sufficient to provide adequate assurance.
- Any event proposal should include details of proposed hospitality and the associated cost. Any hospitality costs should be kept to a minimum and consistent with the appropriate use of public funds.
- Agree in advance details of what the content of the talk/lesson will be.
- Before the visit, discuss with the visitor how the session fits in with the school's programme, scheme of work, values and ethos.
- Discuss and agree aims of the session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, for the session.
- Inform the visitor of: number, age, gender ratio, students background, ethnicity and culture of students and any special educational needs (if applicable).
- Provide access to relevant school policies, e.g. Safeguarding including Child Protection Policy, Acceptable Use Agreement within the Online Safety Policy, SRE/ PHSE and risk assessments are appropriate.
- Inform relevant people of the presence and remit of the visitor in advance for the diary and pre-booked visitor badges.
- Inform students in advance of the activity.
- Provide the visitor with a named contact.
- Organise meet and greet arrangements, including notification to Reception, and classroom or assembly layout.
- Ensure that visitors receive an induction briefing, including evacuation procedures, planned evacuation drills, procedures for break and lunch times relevant to the activity and area that they are located in.
- Provide suitable safeguarding briefing in a format agreed by the Designated Safeguarding Lead and issue MyConcern forms to visitors where this is considered appropriate. Ensure that visitors are clear that such discussions should take place in the presence of a member of staff.
- Ensure the relevant staff member (i.e. classroom teacher) is present during the session and responsible for class discipline.
- Ensure that the activity meets Health and Safety guidelines.
- Ensure that the visitor/external agency is thanked for their contribution and where applicable, fees are paid.
- Give students time to reflect on what they have learned.
- Forma written thanks sent to visitors for their participation and support.

Seek feedback on the event from visitors, including any aspects that could have improved the session or operational process from their perspective.

VISITING SPEAKERS SELF-DECLARATION FORM

This form is applicable to all visiting speakers, curriculum enrichment providers and those taking assemblies

Visiting Speaker's agreement

The school recognises the importance of the contribution of visiting speakers to the enrichment of the experience of students at Cannock Chase High School.
As part of our safeguarding procedures, we ask all visiting speakers to complete, sign and return the form below prior to their visit to the school.

Please complete in BLOCK CAPITALS:	
Name of Visiting Speaker	
Name of member of school staff organising and accountable for the visit	
Date of visit	

Declaration:

As a visiting speaker at Cannock Chase High School I undertake to agree to the following terms and conditions:

- I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service, the Secretary of State or regulatory body.
- I understand that any messages communicated to students should actively promote the fundamental British Values.
- I understand that any messages communicated to students must be consistent with the values and ethos of the school and do not marginalise any communities, groups or individuals.
- I understand that any messages communicated to students must not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- I understand that activities should be matched to the needs of students and may be embedded in the curriculum.
- I understand that the school's intention for all who study and work at the school, regardless of their age, race, social and cultural background, linguistic background, gender, Special Educational Needs and Disability (SEND), religious views and beliefs, marital status, sexual orientation, pregnancy or maternity, gender reassignment, political views or trade union membership to have equality of opportunity.
- I understand that whilst on the school site I must be supervised by an employee of the school, unless I have the required DBS and pre-visit checks and the prior agreement of the school.
- I will adhere to the school's Safeguarding Policy.
- I will send a copy of any presentation or planning materials to the appropriate member of staff at least one week prior to the agreed event date.
- I declare that the information that I have given on this form is complete and accurate.

Signed : _____

Date : _____

PLEASE HAND FORM TO RECEPTION PRIOR TO SIGNING IN

CANNOCK CHASE HIGH SCHOOL

ACHIEVEMENT FOR ALL

Key Information for all Visitors

Welcome to Cannock Chase High School. Cannock Chase High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Visitors must remain with their host unless they are on the Approved Visitor Register.

All visitors	Please wear your visitor's lanyard and pass at all times when on site and return the badge. Visitors will be met at Reception and accompanied by a member of school staff at all times whilst on site, unless they are on the Approved Visitor Register. When you leave the site please ensure that you sign out and return your badge.
Safeguarding	Should you have any safeguarding concerns whilst on site please contact either the Designated Safeguarding Lead, Jill Simpson, Senior Deputy Designated Safeguarding Lead, Lucie Murdoch, or the Deputy Safeguarding Lead, Mrs C Mills immediately (via Reception). Do not discuss your concerns with the child or any other member of staff. You can also contact Staffordshire Families integrated Front Door (SFIFD) 0300 111 8033 – if you have a safeguarding concern about any child.
Health & Safety	Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others. Please raise any Health & Safety concerns with the school Health and Safety designated officer.
Emergency Evacuation	Emergency evacuation procedures are clearly displayed around the school. In the event of a fire alarm, a member of staff will escort you out of the building via the nearest exit and onto the school playing field to your designated assembly point. Do not re-enter the building until you are told that it is safe to do so and do not leave the school site whilst the evacuation is in progress.
Accident Reporting	Any illness, injury or accident must be reported to Reception.
Smoking	Cannock Chase High School is a non-smoking site – this includes e-cigarettes and vapes. Please refrain from smoking anywhere on the school premises.
Mobile devices	Personal mobile devices should not be used in school. Taking any photographs on site is generally not permitted. If you need to take photographs during your visit, permission must be sought from a member of staff.
Vehicles	All vehicles parked on the school site must be registered at Reception through the InVentry system when signing in. The school accepts no responsibility for any loss or damage to visitors' property or vehicle.
Confidentiality and Data Protection	During your visit you may become aware of confidential information relating to students, staff or parents. Any information observed or obtained whilst on site must be treated as confidential and not shared outside the school.
Medical Conditions and Allergies	If you have any medical conditions, allergy or health needs that the school should be aware of during your visit, please inform Reception when signing in. This will help us to provide appropriate support and respond effectively in the event of an emergency.

The school does not tolerate abuse or threatening behaviour towards staff