

Brampton College Visitor Procedure

Aim

This policy is designed to outline Brampton College's procedures regarding visitors to our buildings. This policy will enable the college to:

- Safeguard and protect the welfare of students and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner

Authorisation

Individuals who would like to visit the college, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 020 8203 5025 or, if preferred, by email to enqs@bramptoncollege.com

For enquiries about admissions and to arrange a tour and interview, admissions should be contacted either by the above telephone number or by emailing pam@bramptoncollege.com. A date and time will then be arranged for the visit.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable. The office will pass all details on to a member of the SLT for approval before getting back to the visitors and confirming the details of their visit if permitted.

If a teacher, or other staff member, would like to invite a former student back to the school, they should inform the office and ask the student to sign in at reception and wear a visitors badge (see visitor procedures below). Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office who will refer it to a member of SLT to authorise. If the visitor will be conducting a talk for students, the details of the talk should also be passed to SLT for approval. Staff member inviting the visitor to complete risk assessment in advance for the DSL to sign.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the Principal or other staff members where these members of staff are available and happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of the reception staff or member of the senior leadership team. Visitors should not expect to be able to see a member of staff without an appointment.

Parents are asked to contact the school to arrange visits prior to arriving unless for a school event or for any emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined below.

Students are not permitted to bring their own visitors to school without notice and any such visitors should be sent away. Any student who would like to bring a visitor to the school, they must first get special permission from a member of SLT.

Safeguarding

The college is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regularly driving a vehicle only for children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

DBS checks will be undertaken in accordance with our Safer Recruitment Policy.

The DSL and Principal will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstances will a visitor who has not undergone a DBS check be left unsupervised with pupils. The member of staff who has organised the visit will be responsible for supervising the visitor for as long as they are on site. If they are not available to supervise, they must advise the office and an alternative member of staff must be designated. This means the visitor will always be with a member of staff and will be escorted everywhere within the building – including to the toilets. When it is time for the visitor to leave, the member of staff will take them to the exit to make sure they leave the building.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

Visiting Procedures

All visitors to the school, including parents, will comply with the following procedure:

- Use the buzzer at the main entrance and press the call button to gain access to the building, explaining who they are and the purpose of their visit. No visitor is permitted to enter the school via any other entrance under any circumstances.
- Immediately report to the school reception area on arrival.
- Provide their details to the school office staff, including: name, organisation, staff member who arranged the visit, car registration and arrival time. These should be written in the signing-in book. The visitor should be ready to produce formal identification upon request.
- Be given a visitor ID badge which must be displayed at all times while on college property. Parents who are visiting for an interview, College event or parents' evening will be exempt from this.
- Sign-out in reception upon departure by writing the time in the signing-in book
- Return ID badges to the office before departure

Visitors are made aware of relevant college policies, including those in relation to health and safety, reporting a safeguarding concern and emergency procedures (e.g. fire evacuation). Visitors will be given a copy of our visitors leaflet and asked to read it while waiting to be seen by the member of staff they are visiting.

Visitors are advised that our college is a non-smoking area and smoking or vaping are not permitted anywhere within college grounds.

Prior to the visit, all visitors are made aware of where they can park. If parking is required in the adjacent car park, this must first be cleared with the office staff as unauthorised parking can result in a fine.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times (see Safeguarding section above).

If any visitor becomes aggressive, disruptive, abusive, or refuses to follow college procedures, they will be asked to leave immediately and, if necessary, the police will be called.

Exceptions

Parents/care givers/friends/relations etc. attending scheduled open days, the art exhibition, parents evening or other 'by-invitation' college activities will be exempt from the visiting procedures outlined above. A list of parents will be kept in reception and they will be signed in as they arrive.

Anyone attending college events should keep to the areas of the area of the college where the events are taking place (e.g. The Hall).

Prospective parents who are attending an interview will not need a visitor's badge. They will be accompanied by a member of staff to their interview and escorted out afterwards. They will have a tour which will be conducted by a student. However, there are many staff members and students present in classrooms, so the student is not truly alone with the visitor.

Approved Visitors

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check
- b) They have the written authorisation of a member of SLT to travel around the school site unaided. Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception, sign in the visitors book and collect an ID badge). A copy of the approved visitor list will be kept behind reception at all times.

Unidentified individuals

All staff have a responsibility to politely challenge any visitor who is not wearing an identity badge to enquire who they are and their business on the college site.

They should then be escorted to reception to sign the visitors book and be issued with an ID badge. The procedures under "Visiting Procedures" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of SLT should be informed promptly. The SLT member will consider the situation and 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.

Appendix 1: Visiting Speaker Risk Assessment

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| Type of Risk | |
| Date of Risk Assessment | |
| Name of Speaker | |
| Details of Speaker | |
| Title of Talk | |
| Supervised by | |

| Potential hazards include: | Who might be involved? (include names of specific students if relevant) | Level of Risk L/M/H | Control measures |
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| Signed by DSL/DDSL | |
| Name (please print) | |
| Date | |