



St George's
School Edgbaston

VISITORS POLICY

Revised: September 2024



The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

We welcome all parents and visitors to St George's School Edgbaston. Parents and visitors are required to report to the office entrance and sign in.

- All visitors must wear a visitor's badge:
 - red for escorted visitors
 - yellow for contractors
 - green for temporary staff
- Any visitors on site who are not recognised, or who are not wearing a lanyard, should be politely approached and accompanied to the Reception Desk for registration
- St George's School Edgbaston reserves the right to refuse entry or terminate a visit at any time
- Visitors include parents, volunteers, contractors, external professionals and Trustees (staff to sign in separately in staff book for fire register purposes)
- Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, e.g. a summary of key safeguarding and health and safety information.
- Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures
- Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds
- Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place
- The suitability of potential speakers and agencies will be scrutinised in line with the BCC No Platform Policy
- A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at the school
- For visitors at the school in a professional capacity, the school will check their ID upon arrival and will have received prior assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances
- DBS checks will be undertaken in accordance with the Safeguarding Policy
- The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required

- The Headteacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises
- Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors
- The school will adhere to the Safeguarding and Child Protection Policy at all times when managing the risk of potential harm to pupils from visitors

Visitor Classification

Visitors can be classified according to their degree of access to children:

People Working with Children

Peripatetic teachers, sports coaches, LA employees, school nurses, educational psychologists, speech and language therapists, school support services, volunteers.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have an enhanced DBS clearance (see DBS and List 99 procedure).

If the clearance is not held by us, we will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

Peripatetic teachers, sports coaches and student teachers must all wear green lanyards; other external professionals will wear green lanyards.

People Working with Things

Builders, gardeners and people working on computers or other equipment.

Unless the visit is expected, or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a yellow visitors' lanyard.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the school's knowledge of them.

Escorted Visitors

Parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff, and anybody not in the above categories, must be accompanied at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left in the foyer next to the reception office.

Exceptions

Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in the visiting procedures section of this policy.

Anyone attending school events will be instructed to keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

Prevent

All external school speakers must sign a declaration on arrival and prior to contact with children, to ensure that they do not promote radicalism in any way, in accordance with our PREVENT policy and Keeping Children Safe in Education Policy. Secretaries in both schools to keep a list of external school speakers and their signed declaration forms.

Visitor Conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary. In the event

of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

**To be reviewed September 2025
or as and when statutory
guidance / legislation changes**