

Mullion School

Visitors Procedures

Date Policy becomes effective: immediately

Review date: March 2026

Person responsible for Monitoring: Headteacher

External Visitors Policy

1. Introduction

Visitors are welcome to Mullion School. Indeed, they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

3. Aim

To safeguard all children under this 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 our pupils can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

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 conforms to the child protection guidelines as set by the DfE.

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, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and support staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists)
- All governors of the school

- All parents
- All pupils
- Education personnel (TPAT staff, County and Inspectors)
- Building & Maintenance Contractors

6 External Visitors to Mullion School

Staff are required to be familiar with the DfE guidance on Child Protection and Safeguarding issues and regular visitors to the school will receive the Tier 1 leaflet together with a copy of the school's code of conduct.

7. Protocol and Procedures

7.1 Visitors to the School

On arrival, all visitors must report to reception – do not enter the school via any other entrance

- At reception, all visitors will be asked to sign in and confirm their details via iPad where their photography will be taken. At this point, they may be asked to produce formal identification.
- All visitors will be required to wear an identification badge which will be issued by the office staff.
- Visitors to the school who have provided a letter of assurance will receive a visitor's badge on a green lanyard. This means that they are able to move around the school freely. They will however, be asked to provide ID either driving licence or passport on their first visit.
- Other visitors who do not have a letter of assurance (i.e. parent) will be issued with a visitor's badge on a red lanyard. They are not able to move around the school unaccompanied so will need to be picked up from reception and returned to reception following their visit. The contact will then be responsible for them whilst they are on site.

Any visitor who has a red lanyard and is unaccompanied must be escorted back to the main reception.

On departing the school, visitors should leave via reception and:

- Sign out via iPad
- Return the identification badge to reception

7.2 Unknown/Uninvited Visitors to the School

- a) Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site
- b) They should then be escorted to reception to sign in via iPad and be issued with an identity badge. The above procedures in 7.1 then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and or Deputy/Assistant Heads (or Senior Leader if neither is available) should be informed promptly.
- d) The Headteacher / Deputy or Assistant Heads (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the Police.
- e) 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.

7.3 Governors and Parent Helpers

- a) All governors and parent helpers must comply with the DBS process (formerly Criminal Record Bureau) check.

b) The school must check that all governors' and parent helpers' disclosure certificates are in date at the beginning of the academic school year. Thereafter, procedures as per 7.1 should apply. Please note that Governors should sign in and out using the iPad and must display their Governor ID badge.

c) New Governors will be made aware of this policy as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

8. Staff Development

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

9. Linked Policies

This policy should be read in conjunction with other related school policies including:

Child Protection and Safeguarding Policy

Confidentiality Policy

Health and Safety Policy