

## Visitors' Policy

### Purpose

The purpose of this policy is to provide a clear procedure for the admittance of external visitors to the school which is understood by all staff, parents, and visitors. This procedure complies with UK DfE child safeguarding guidelines and standards.

### Overview

The ultimate aim of this policy is to ensure International British School of Bucharest pupils can learn and enjoy extra-curricular experiences in a safe environment.

Staff are required to be familiar with the school's Child Safeguarding Policy (included in the Staff Handbook and on the server) in relation to: *preventing unsuitable people from working with children and young persons in the education service.*

This policy applies to all visitors invited to the school.

### 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 during school-organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching 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 (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors

### Protocol and Procedures

#### Visitors Invited to the School

- a) Before a visitor is invited to the school the Executive Director/Headteacher should be informed, 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 Teacher or Executive Director before a visitor is invited into school.
- b) When inviting visitors to the school, they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
  - All visitors must enter by the main entrance
  - The Gate Guard will contact reception to ask if they have permission to enter



- If permission is given, all visitors must fill out the **Visitors Record Book** upon entry stating the purpose of their visit and who has invited them. They should be ready to produce formal identification
  - Entry time should be recorded by the gate guard
  - Visitors will be given a **Visitor Identification Badge**, which must be worn and visible at all times
  - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to parent/visitor waiting area to receive the visitor. The contact will then be responsible for them while they are on site.
- c) On departing the school, visitors should leave via the main gate signing out with the time recorded by the gate guard, returning their visitor badge prior to exiting.

## 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) The procedures for invited visitors then apply
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Executive Director/Headteacher or Deputy Headteacher (or Site Manager) should be informed promptly
- d) The Executive Director/Headteacher or Deputy Headteacher (or Site Manager 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

## Dissemination

This policy is publicised to all in the school community through the school website and to staff via the Staff Handbook and server.

## Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be invited back to the school in future.

## Related Policies

PS/SS Curriculum Policy  
PS/SS PSHE Policy  
SS Work Experience Policy  
WS Health and Safety Policy  
WS Community Action Service Policy

*Updated August, 2017, KP*