



**MONKSEATON HIGH SCHOOL
VISITOR POLICY**

Status:

Statutory policy or document	No
Review frequency	Every 2 years
Approval by	Head teacher
Approval date	11 th October 2023

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Every 2 years	October 2025

1. Aims

The Governing Body assures all visitors a warm, friendly and professional welcome to Monkseaton High School. The school has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This policy aims to:

- Detail clear procedures for the admittance of external visitors to the school which are understood by all staff, governors and visitors and conforms to child protection and safeguarding guidelines.

2. Scope

The school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary), during normal school hours, during before / after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All staff employed by the school.
- All external visitors entering the school site during the school day or during normal opening hours.
- All governors of the school.
- All parents / carers and volunteers.
- Education personnel (e.g. Local Authority Staff, Inspectors, external student support staff).
- Building and maintenance and all other contractors visiting the school.

3. Legislation and guidance

This policy has due regard to legislation and statutory guidance, including but not limited to the following:

- [The Health and Safety at Work Act 1974](#)
- [Keeping Children Safe in Education 2023 / 2024](#)

This policy should be read in conjunction with:

- Safeguarding Policy
- Selecting and Managing Contractors Policy

4. Procedures

4.1 Prior to a visit

Staff organising a visitor to school should inform the office via email, ideally this should be at least 48 hours prior to the visit. The email should include as much information as possible including:

- Date of visit
- Time of visit
- Approx. length of visit
- Visitor name

- Organisation
- Contact e-mail for visitor
- Contact telephone number for visitor
- Names of staff / students involved in the visit
- Venue of meeting (staff organising visit must book this)
- Other resources required.

Office staff will then e-mail the visitor(s) confirming that (where required) they will be asked to provide ID and / or evidence of DBS, attaching a copy of our visitor leaflet to the email.

4.2 Visitors arrival at school

Visitors should use the intercom to access the school gates, they must state their full name and reason for visit clearly, to enable the gates to be opened. Road access **will not** be permitted during the hours of 11:05 – 11:30 or 12:20 – 13:15.

Once on site, visitors must report immediately to the school office to be checked in by office staff. Visitors must:

- State their name and which organisation they are from.
- State the purpose of their visit and who has invited them.
- Have formal identification ready.

Any visitors who will be alone with students (without a member of MHS staff present at all times) must have a DBS and will be required to provide evidence of this on arrival. Without evidence of DBS, visitors **MUST NOT** be allowed anywhere on site unaccompanied.

Prearranged visitors:

- Will be checked in on the shared visitor spreadsheet.
- Should confirm on arrival that they have read School Visitor Leaflet (they should be issued with a paper copy if they have not).

Emergency, unplanned / unexpected visitors:

- Will be checked in on the shared visitor spreadsheet.
- Will be issued with a School Visitor Leaflet on arrival and asked to confirm they have read it.

All visitors will be issued with and required to wear an identification lanyard / badge, which must remain visible throughout their visit.

Office staff will contact the staff member who organised the visit to meet with the visitor at reception. The staff member organising the visit (or accepting the visitor if it is an unexpected visit) will then be responsible for the visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied and must not be left alone with students unless they are registered on the approved visitor list.

4.3 Approved visitor list

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (e.g. regular contractors, student support staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record.

Visitors on the Approved List **MUST** follow the same procedures on entry and exit of the school premises (i.e. come to school office and checked in / out, show photographic id, be issued with visitor's badge).

A copy of the approved visitor list will be kept by the Gillian Telford (Headteacher's PA).

4.4 Parent / carer visitors

Meetings with parents / carers should be pre-booked via email as per 4.1 above. When meeting with parents / carers the Year Leader should also be informed. If staff think a meeting with parents may prove difficult, another member of staff should be asked to attend and take notes.

If a parent / carer asks to see their child in school time without a pre-arranged appointment the procedure detailed under 4.2 above should be followed. SIMS must be checked to see if there are any relationship / legal issues relating to access. The Year Leader should also be informed.

4.4 Visitors departure from school

On departing the school, visitors **MUST** leave via the school office to check out, they should be accompanied by a member of staff unless they are on the approved visitors list.

Office staff will "check out" the visitor on the shared visitor spreadsheet and take return of the identification badge.

4.5 Unknown / uninvited visitors to the school

All staff members should challenge any person on the school premises who they do not recognise and who is not wearing a visitor's badge; they should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in and be issued with a visitor's badge. The procedures under 4.2 above will then apply. If the visitor refuses to comply, they should be escorted off the site immediately. The Safeguarding Lead, Head Teacher and Business Manager should be informed promptly. The Headteacher / Business Manager or Safeguarding Lead 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.

4.6 Emergency Evacuation

If an emergency evacuation is required visitors should follow the instructions provided in the Visitor Leaflet. Upon hearing the fire alarm visitors must evacuate the building by the nearest exit. They should report to a member of staff at the visitor assembly point (tennis courts).

Office staff will print a list of visitors currently on site from the shared visitor spreadsheet. This will be used to complete a roll call at the assembly point.

Visitors working with students should lead the students out of the building by the nearest exit and direct them to line up with their tutor group before moving to the visitor assembly point.

5. Monitoring

This policy will be monitored and reviewed every 2 years or in light of any changes to relevant legislation.

General Information

We are committed to the safety and wellbeing of students, staff and visitors. All visitors must agree to the following:

Signing in: Enter and exit from the main entrance only. All visitors must sign in and out with a member of staff at reception. All visitors will be issued with a visitors badge; this must be worn and visible at all times. Please return the visitors badge as you leave school.

Id: Visitors will be asked to provide photographic id to prove their identity.

Accidents / Incidents: All accidents must be reported to reception staff. Please contact reception if you require a first aider.

Emergency Evacuation: If you discover a fire raise the alarm using the nearest emergency call point. Upon hearing the fire alarm, visitors must evacuate the building by the nearest exit. Report to a member of staff at the visitors assembly point next to the tennis courts. If you are working with students lead them to the assembly point (tennis courts) and direct them to line up with their tutor group.

Toilets: Staff toilets are located on all floors.

IT / Internet Access: Ask at reception if you require access to IT and / or the internet. All users of school systems and WIFI must comply with the Acceptable Use of ICT policy

Smoking: We are a no smoking site.

Anyone whose actions cause concern or who do not follow the above requirements will be reported to the Local Authority for further action.



Monkseaton High School Visitor Information

		Lunch / Break
Reg	09:00 - 09:10	
P1	09:10 - 10:10	
P2	10:10 - 11:10	BREAK 11:10 - 11:30
P3	11:30 - 12:30	
P4a	12:30 - 13:30	LUNCH Y11 & Y9 12:30-13:15
P4b	13:15 - 14:15	LUNCH Y10 & 6th Form 13:30-14:15
P5	14:15 - 15:15	

Please keep this guide with you throughout your visit.

Safeguarding Contacts

If you are worried about the safety of any young person in our school, or if a disclosure is made, you **must** report this to a designated safeguarding lead.

Designated Safeguarding Lead

Mrs K Davison-Kerr
Ext: 254



Deputy Designated Safeguarding Leads

Ms J Suddes	Ext. 245		
Mr G Thompson	Ext. 260	Mr C Angell-Moir	Ext. 231
Mr S Hay	Ext. 229	Mr J Lazell	Ext. 212
Mrs K Hay	Ext. 236	Mrs R Orr	Ext. 253

In an emergency contact

North Tyneside Front Door Service on: 0345 200 0109

Everyone who works in or visits our school has a responsibility to make sure that all our young people are safe.

Keeping Everyone Safe

We hope that you enjoy your visit to Monkseaton High School. Our main priority is to ensure that all visitors are aware of their responsibilities in keeping all of our young people safe. As a visitor to our school please remember the following:

- Inappropriate language or behaviour on site will not be tolerated.
- Do not move around the site unescorted unless you have express permission to do so.
- Stay only within the areas that are necessary for your visit.
- Only use mobile phones in connection with your business and only when you have express permission to do so.
- Do not take any photographs / videos without express permission to do so.
- Never exchange personal contact details with students or arrange to meet the outside of school.
- If you are working with a student on his / her own always ensure that a door is left open or that you are visible to others.

DBS

All visitors who have contact with students of a specified nature, or who are to have unsupervised contact with students must have a DBS check.

It is a requirement that you inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction.

Appendix B. Equality Impact Assessment

1. Name of the change, strategy, project or policy:	Visitor Policy		
2. Name of person(s) completing this form:	Marie-Anne Dowson		
3. Has the policy/practice been assessed to consider any potential impact on the equality groups? Yes			
Where potential impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 10.			
4. Equality Target Group (highlight):	Negative impact – it could disadvantage	Reason	
Race Religion/belief Disability Gender Gender Reassignment Sexual Orientation Age Pregnancy/Maternity Marriage & Civil Partnerships	No significant impact.		
5.		Yes	No
Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.			
Is the impact intended?			
Does this action/policy/procedure attempt to meet the aims of the public sector equality duty? (this should feed into your Single equality scheme & action plan)		Yes, No, or N/A	If yes, please provide details
Eliminate unlawful discrimination, harassment and victimisation			
Advance equality of opportunity between different equality groups			
Foster good relations between different equality groups			
7. If you have identified any negative impact, have you identified any ways of avoiding or minimising it?			
8. Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?			
9. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?			
10.a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.			
10.b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?			
A) No changes required. B) Monitor if requests to view images are made against protected groups.			
11. Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change? If yes please provide details below.	Yes		
Monitoring and review every 2 years.			