



The Castle School

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Visitors to the School

Date: February 2024

Headteacher: James Lamb

Due for review: Spring Term 2026

This policy should be operated in conjunction with the Recruiting and Vetting Policy, Safeguarding Policy and the Aggressive, Abusive and Offensive Calls/Visitors Guidance.

The Trust has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to safeguard all students from any form of harm, abuse or nuisance. It is the responsibility of the Board of Trustees and senior leaders to ensure that this duty is complied with at all times.

In performing this duty, the Board recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Trust, therefore, requires that ALL VISITORS (without exception) to the school comply with the following policy and procedures. Failure to do so may result in the visitor being escorted off the school site.

Visitors to the Schools

A visitor may be asked to bring formal identification with them at the time of the visit, unless they are named on the approved visitors' list.

- Visitors must report to Reception and sign in. No visitor is permitted to enter the school premises via any other entrance under any circumstances.
- At Reception, visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- Visitors must sign to state that they have read the Safeguarding Guidelines for Visitors
- Visitors must wear the appropriate-coloured lanyard and ID badge for the duration of their visit.
- Once signed in, visitors will be escorted to their point of contact or their point of contact will be asked to come to Reception to meet them. The visitor will not be allowed to move around the school site unaccompanied unless they are DBS cleared or on the Approved Visitor list.
- On departing the school, visitors must leave via Reception, return their lanyard, sign out and immediately leave the school premises.

Approved Visitor List

The school will hold a list of approved visitors, for example, contractors, Trust staff and supply staff.

Unknown/Uninvited Visitors to the School

Any visitor to the school without an ID badge will be challenged by staff and students to politely enquire who they are and their business on the school site.

Such visitors should be escorted to Reception to sign in and be issued with a visitor's badge. The procedures under Visitors to the Schools will then apply.

In the event that the visitor refuses to comply, they will be asked to leave the school site immediately and the Headteacher, or member of the SLT, will be informed promptly. The Headteacher or SLT will consider the situation and decide if it is necessary to contact the police.

Aggressive, Abusive or Offensive Visitors

Aggressive, abusive or offensive behaviour from visitors will not be tolerated. Members of staff should refer to the school's Guidance for Dealing with Aggressive, Abusive and Offensive Telephone Calls or Visitors to the School.