



## Visitors Policy

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### 1. INTRODUCTION

The safety and welfare of our students and staff members is our highest priority. All visitors are to be easily identifiable when on school premises and expected to adhere to Swanlea School values.

All visitors should be signed in at reception and carry a visitor badge with them for the duration of their visit. Visitors who are DBS checked will be given an ORANGE lanyard. All other visitors will be given a YELLOW lanyard. All visitors should be made aware of the school's safeguarding systems upon arrival and directed to the visitor's child protection information sheet. Visitors will also be given an information sheet regarding our emergency evacuation process.

During occasions where visitors are not expected to sign in, such as open evenings, open mornings, parent's evenings, concerts, and family fun day, staff will undertake reasonable precautions to ensure the expected visitors are suitable persons to invite on to the school's premises. This could include ensuring that adults are accompanied by children and/or maintaining an attendance record of visitors. It is the duty of every staff member to challenge any visitor that they have concerns about and contact a member of SLT to report their concerns. The school retains the right to reserve admission at all times to the school and its grounds.

Ex-Swanlea students may request a meeting or arrive for a visit. They must be signed in and fully supervised at all times by the staff member whom agreed to meet with them.

**Failure to abide by this policy may lead to disciplinary action up to and including gross misconduct.**

Due diligence must be undertaken by all staff to ensure that the proposed visitor is someone who promotes, understands and will adhere to Swanlea values.

### 2. VISITORS INVITED TO INTERACT WITH PUPILS

Teaching staff may invite visitors into school to take part and/or interact with pupils during lessons. In such case the staff member inviting the visitor must:

- Seek permission from their SLT line manager and state the reason for the visit
- Request a copy of the visitor's valid DBS certificate
- Inform reception of the visitor's arrival time
- Supervise the visitor at all times

### 3. ADDITIONAL CONCERNS

- Where a visitor will be invoicing us for their visit, this may require clarification in advance and they may need to provide a copy of their liability insurance.
- For certain types of activities, a risk assessment may be required.
- Queries regarding any of these aspects should be raised with **Rosie Gavens / Sam Cullen / Rukon Miah**

### 4. SUPERVISION

Visitors must be supervised at all times during their visit. Visitor supervision cannot be delegated to a student (this also applies to KS5 students) It is the responsibility of the member of staff who invited the visitor.