



# Roding Valley

## HIGH SCHOOL

# Visitors Policy

**March 2023**

Person Responsible:	Headteacher
Lead Staff Member:	Sally Gladman – Office Supervisor
Date Last Reviewed:	March 2023
Approved By:	Local Governing Body
Date Approved:	23 <sup>rd</sup> March 2023
Date of Next Review:	March 2025



### Section One: Statement of Intent

This policy is designed to outline **Roding Valley High School's** policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

### Section Two: Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on **0208-508-1173 or 07958 065000 (site team) out of school hours.**

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable. This will be managed through the InVentry system.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the school staff are happy to do so. No visitors will be allowed into the school without the supervision of a **teacher, member of the support staff or member of the Senior Leadership Team.**

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

All staff must inform Reception in advance if they are going to have any visitors on site so that they can be booked onto the InVentry System by emailing [visitors@rodingvalley.net](mailto:visitors@rodingvalley.net)

If a visitor is going to be in school and be visiting students e.g. Student Teachers, volunteer, then they will be required to provide evidence of a current valid DBS certificate and proof of ID. On arrival, they will be provided with a photo ID badge and entered on the single central register by the HR and Payroll Officer.

### Section Three: Visiting Procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the reception staff, including:
  - Name
  - Purpose of visit



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- Name of pupil the visit pertains to/staff member who arranged the visit
- Expected length of visit
- Sign-in using the InVentry system
- Display ID badges provided at all times while on school property
- Sign-out using the InVentry system upon departure
- Return ID badges to the school office before departure

On arrival, all visitors are handed our Safeguarding leaflet which provides them with relevant school policy information, including that in relation to health and safety, reporting a safeguarding concern and our emergency procedures.

Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and must be supervised at all times.

### Section Four: Exceptions

Parents/carers/friends/relations, etc. attending scheduled Open Days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

### Section Five: Unidentified Individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

### Section Six: Visitor Conduct

Visitors to the school will be required to act in accordance with the school's **Code of Conduct**, and other relevant school policies at all times.

**Roding Valley High School** reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.





In the event of persistent occurrence of unacceptable behaviour on the school site, **Roding Valley High School** has the right to request a banning order from the **CEO of the Chelmsford Learning Partnership** for the individual in question.

### Section Seven: Monitoring and Review

This policy will be monitored and reviewed every two years by the **Headteacher** and **Local Governing body**. Amendments to the policy will be communicated to all members of the school community.



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