



BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

SCHOOL VISITORS POLICY –

Date of approval	August 2022
Date of next review	August 2023
Term of review	Annual
Committee Responsible	S&P
Prepared By	N. Bor
Signed by Chair of Committee	

Changes Made	Date

School Visitors Policy and Procedures

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and Senior Leadership Team to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Executive Principal together with the Office Manager is responsible for ensuring the implementation, co-ordination and review of this policy. All breaches of this procedure must be reported to them.

Aims and Objectives

1. To have in place a clear protocol and procedure for admittance of external visitors to the school which is understood by staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.
2. To safeguard all children under this school's responsibility both during school hours and on school trips (off-site) or any activity organised by the school.
3. To ensure, in line with government and local authority guidance, that the risk of visitors spreading infection of Covid19 is managed and mitigated as appropriate.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e within the school boundary), during normal school hours, on school trips (off site) or any activity organised by the school. This policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or at any time when the pupils are on the premises (including peripatetic tutors, guest speakers, supply teachers etc.)
- All governors of the school
- All parents and volunteers

- All pupils
- Other education related personnel (advisors, inspectors etc.)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students to school in taxis or other vehicles

Protocol and Procedures

Access for Employed Staff to the school

Employees may enter the school using a fob or fingerprint recognition. The fobs have time restrictions. After using the hand sanitizer every employee must then sign in using the school finger print system. On departure they must sign out in the same way.

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedures as follows:

- Security Guards at school gates will check all visitors before allowing entry into the school grounds.
- Once on site (after they have been allowed in by the security guards) all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- In the case of visitors coming into school to render services for the hirer of the school hall the following will apply:
 1. Deliveries – the security guard will escort the visitor to the delivery area and will wait until all goods have been unloaded. The security guard will then escort the visitor off the school premises.
 2. Workers: - must sign in at reception using the Bio-store. The visitor will be asked for photo ID. If the visitor is on the approved list (has had DBS clearance) he/she may enter the premises on his/her own. Should he/she not have approval then he/she must be accompanied at all times. (see risk assessment appendix 1). Workers must ensure that their proof of signing in is visible.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request. If they have a current DBS this should also be shown.

- A red lanyard will be issued to visitors who do not have a valid DBS and a green lanyard for visitors who produce a copy. All visitors must ensure that the ID badge is visible throughout their visit. This will apply even if they are not going into the main area of the school.
- Visitors will then be escorted to their point of contact, or their point of contact will be called to receive the visitor from the reception area. The contact will then be responsible for them while they are on site and ensure that they sign out using the screen in the reception area. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Approved Visitors List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a. They have a current clear enhanced DBS check and a copy of this had been registered on the School's Central record **AND**
- b. A current clear DBS children's barred check has been undertaken.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign the in using the Biostore Software situated at reception. A copy of the approved visitor list will be kept behind reception at all times. All other visitors must be accompanied at all times.

ALL VISITORS AND APPROVED VISITORS WILL BE GIVEN A LANYARD/OR CLIP TO WEAR WHILST ON THE SCHOOL PREMISES. THIS SHOULD BE RETURNED WHEN THEY LEAVE.

All catering staff visiting the school during school hours must sign in at reception.

Visitors Departure from School

On departing the school, the visitor **MUST** leave via reception and:

- Enter the number on their identification badge onto the screen
- Return the identification badge at reception
- Their contact should escort the visitor to the reception

Unknown/Uninvited Visitors to the school

Any visitor to the entrance of the school site should be challenged politely by the security guards to enquire who they are and their business on the school site.

Any visitor in school without an approved badge should be challenged politely by any member of staff.

They should then be escorted to reception, to sign in and be issued with an identity badge, if they are allowed to remain. A DBS certificate should be shown where appropriate.

The procedures under 'Visitors to the school' above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Office Manager and/or SLT should be informed. The security guards should be called. If necessary the police or CST may be called.

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 the police will be called for.

Governors and Volunteers

All governors and volunteers must comply with the Disclosure and Barring Service procedures, completing a DBS form.

Thereafter, procedures as per above should apply. Please note the Governors should also sign in and out using Biostore Software.

New governors will be made aware of this policy and be familiar with it's procedures.

New volunteers will be asked to comply with this policy and must follow the above procedures.

Staff Development

As part of their induction, new staff will be made aware of the policy for External Visitors and asked to ensure compliance with its procedures at all times.

Linked Policies:

This policy and procedures should be read in conjunction with the other related school policies including:

Safeguarding Policy/Safer Recruitment Policy

Health and Safety Policy
Evacuation Policy/procedures

Appendix 1

BEIS YAAKOV HIGH SCHOOL ACADEMY – RISK ASSESSMENT - CATERING STAFF ON-SITE

DATE RISK ASSESSMENT PREPARED: August 2022

ACTIVITY: Outside Catering Staff On Site During School Hours
VENUE DETAILS: School Hall/Canteen

HAZARDS	CONTROL MEASURES	ADDITIONAL INFORMATION
Non-vetted caterers and their staff on site during school hours	Catering firms must ensure that their staff working in school during school hours have a DBS check and that this information is shared with the Office Manager prior to any event.	Caterers and their staff who do not have DBS clearance will have to be accompanied by a member of the school staff who has DBS clearance if they want to remain on school site.
Checking ID	All catering staff will be asked to show photographic evidence to the security guards before being allowed onto the school premises during school hours.	If ID is not satisfactory the person will not be allowed onto the school site
Deliveries	The security guards will accompany all delivery personnel to the school kitchen and will remain with them until they have completed their delivery and then escort them out of the school premises	

Appendix 2

בס"ד



BEIS YAAKOV
JEWISH HIGH SCHOOL ACADEMY

בית ספר לבנות
בית יעקב

We look forward to welcoming you to Beis Yaakov Jewish High School Academy. We host visitors from a variety of backgrounds and faiths and we are sure that you will feel welcome in our school.

BYJHSA is a Chareidi Orthodox Jewish school, and as such has a very specific dress code for staff and pupils. We offer the guidelines below to enable visitors to dress in way that is sensitive to our ethos and values.

- Women are asked to pay careful attention to their clothing, and pay consideration to points below:

Tops cover to the collar bone

Sleeves cover the elbow

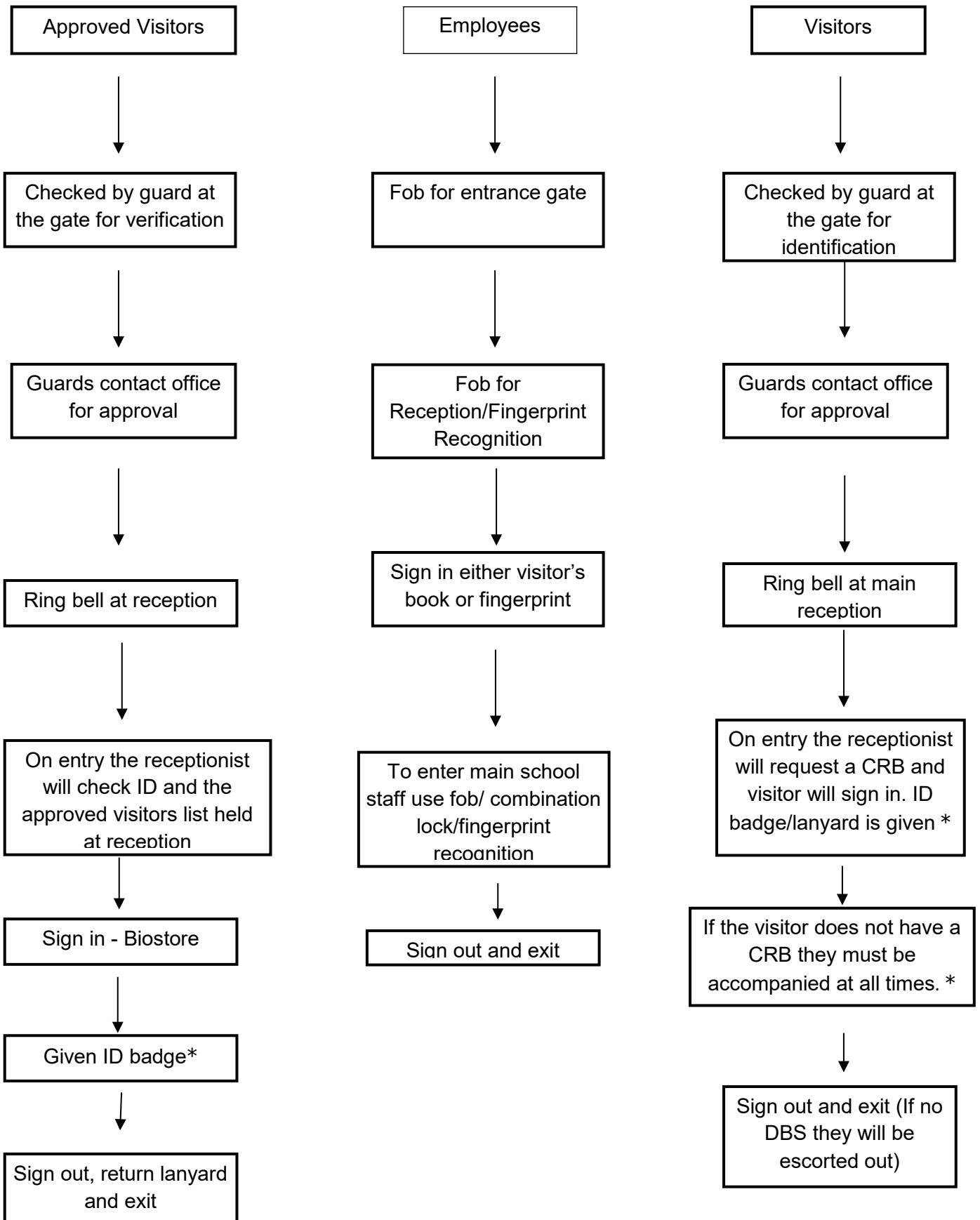
Dress length is below knee.

Note: Women are advised to wear a skirt, rather than trousers.

- Men are requested to dress smart or smart/casual.
Men should not wear shorts or short sleeve t-shirts.
- Please note that according to our religious law and practice, people do not shake hands or have any physical contact with members of the opposite gender.

Appendix 3

Protocol for Visitors to Beis Yaakov High School



*Any member of staff may challenge a visitor who is not wearing a visible badge, and escort them back to reception.