



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

VISITORS TO AGSB POLICY & PROCEDURES

Nominated Lead Member of Staff:	SB
Next Review Date:	September 2023

All visitors must follow the below procedures

1. At all times when the security gates are closed, all visitors must stop at the front gate and press the call button to gain access to the site, explaining who they are and the purpose of their visit.
2. Once on site, all visitors must report to reception first. **No visitor is permitted to enter the School via any other entrance under any circumstances.**
3. 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.
4. All visitors will be asked to sign in on the electronic InVentry system making note of their name, organisation, who they are visiting, car registration and visitor badge.
5. All visitors will be required to wear an identification sticker – the sticker must remain visible throughout their visit.
6. All visitors will then be asked to take a seat and wait in reception until they are met by the member of AGSB staff who will then take accountability for the visitor.

7. The member of staff meeting the visitor must come to reception to meet, greet and brief (see briefing checklist).
8. The AGSB staff member will then be responsible for their visitor whilst they are on site and they must directly supervise the visitor for the duration of their visit. The visitor must not be allowed to move around the site unaccompanied unless they are registered on the Approved Visitor List.

Visitor(s) Departure from School:

- When departing, visitors MUST leave via reception.
- Visitors must sign out using the InVentry system AND let reception know they are leaving.
- Return the identification badge to reception
- A member of staff should escort the visitor off site (ensuring the visitor does not re-enter the School site, potentially breaching security).

General Visitor Briefing

1. Identify which toilets they can use.
2. Where they will wait/work/present.
3. Fire procedures.
4. Safeguarding conduct and reporting.
5. If they do not have their AGSB specific DBS certificate – they must not be left unattended at any time.

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 fence), during normal School hours.

The policy applies to:

- All staff employed by the School
- All external visitors entering the School site during the School day or for after School activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists).
- All Governors of the School
- All parents and volunteers (PFA, invigilators, etc)
- Other Education related personnel (Vaccination team, Inspectors, etc)
- Building & Maintenance and all other Independent Contractors visiting the School premises.
- 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 list as set out below).

Unknown/Uninvited Visitors to the School – Safeguarding response

Any visitor to the School site who is not wearing an identity badge should be challenged politely to enquire who they are and the nature of their business on the School site.

- They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. 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 Head Master (or Senior Leaders)/Site staff should be informed promptly. The Head Master / Senior Leader/Site Staff 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 the police will be called.

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

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

- a) They have a current (within the last 12 months) and clear enhanced DBS check and a copy of this has been registered on the School's Central Register.
- b) They have the authorisation of the Head Master or the CFOO to travel around the School site unsupervised.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book). A copy of the approved visitor list will be kept behind reception at all times. They must be on the SCR prior to being left unattended.

Examples of visitors who need to sign in and be directly supervised:

Guest speakers for ISOC, Med Soc, Careers, ACE enrichment, Agora/LGBTQ+ Book club meetings. Visitors to Charity events (UTSAV, Asian Food sale, Chads Challenges etc)

Examples of approved visitors who frequently visit the School (they must be named on a list and hold a relevant DBS Certificate):

Regular Sports Coaches, Peripatetic teachers, School Councillor, Governors etc.

Guidance for specific types of visitors

Inviting a Guest speaker (ACE, PHSE, Careers, Religious/Medical/Charitable Societies etc.

Points to note:

- Is the content of the presentation appropriate for the age/school values and AGSBs inclusivity framework?
- It must not incite hatred, violence or law breaking. It must not promote racism, sexism, homophobic, transphobic or extremist views. The speaker must not cause offence to any faith groups. They must not raise or gather funds for any external organisation or cause without express permission from the Deputy Head (responsible to for charity).
- The member of staff organising and taking accountability for the guest speaker would be strongly advised to request a copy of the presentation/speaking notes in advance of the event.

During any presentation, at least one member of school staff should be present at all times. If any concerns arising during the presentation, these should be reported immediately to a member of the School's safeguarding team.

Shows & Concerts

These are events where the same pupil(s) attend the AGSB site regularly for rehearsals and Concerts.

Examples include – School Production, UTSAV, Music Concerts.

The organising AGSB member of staff must:

- Gain consent forms from parents of students from other schools requesting contact details and requesting information, e.g. pastoral or health, that we need to be aware of.
- Ask for a contact at their existing school who they can liaise with for pastoral/welfare/educational reasons.
- Contact the existing school to ask if there is any information we need to be aware of in regards to their participation.
- Assess the requirement for female/male supervising.
- Share any relevant medical/pastoral information with all member of staff involved.
- Share names of all AGSB students who are taking part with the relevant HoY. You must inform the HoY that the pupil(s) will be participating in an inter-school activity and ask them if they have any concerns.

- Ensure that the visiting pupil(s) is/are not left unattended in any compromising safeguarding circumstances (either as a victim/offender).
- Brief AGSB students on appropriate behaviours/conduct and what to do if they have any concerns.

The organising member of AGSB staff must brief the visiting pupil(s) on:

- What to do if they have any concerns/issues.
- The appropriate toilets/changing facilities where necessary.
- Fire procedures.
- Behavioural expectations.

AGSB staff must implement all these points to help inform a meaningful Risk Assessment for such events.

Inter-school events – (Book club, Agora, LGBTQ+ Societies, Outreach, Primary visits)

A lead member of AGSB staff must oversee these events.

AGSB pupils off site:

Although this is not a school trip (not part of the EVC policy) therefore not requiring consent (it is still recommended that for pupils in Years 7-11, their parents are informed), the AGSB staff member must know which AGSB pupils are involved prior to departure from school.

It is recommended that you should contact the HoY to find out if there are any relevant pastoral/safeguarding concerns for the pupils attending.

Lead AGSB staff must gather the following information:

- Name/Form
- Personal contact number (mobile)
- Emergency contact details (can also access Arbor)
- Medical information (can be double checked on Arbor)
- Medication? Serious Allergies? (check list to look out for - AAI, Asthma, Diabetes etc)
- Method of travel to (Walk, Minibus, Car)
- Method of travel after (Walk, Car, Collection)
- Do parent/carers know about this and give consent?
- Consent Signature

Other school pupil(s) visiting AGSB site

1. The lead AGSB member of staff for this event should implement the AGSB Visitor Policy.
 2. The lead teacher must brief the visiting pupils using the visitors briefing check list:
Fire, Toilets, Safeguarding Conduct/Report, Behavioural conduct, Supervision etc.
- The lead AGSB staff should liaise with the supervising member of staff from other schools. They should collate names/contact details for the external schools supervising members of staff.

It is our expectation that other schools are implementing the same/similar level of diligence with regard to medical/pastoral support of their pupils whilst under their supervision/care on our site.

Site Contractors

Contractors who are approved visitors

- Regular contractors known to the School;
- Window cleaner, air conditioning, Hydroclean, Electrical, High Efficiency Heating, Fletcher's Engineering.

Infrequent/reactive Contractors

- They must produce an enhanced DBS certificate and ID at the door. If they have no DBS, **THEY MUST BE DIRECTLY SUPERVISED BY A MEMBER OF AGSB STAFF at all times and escorted to reception/off site when the work is concluded.**
- They must be briefed as per the visitor briefing checklist.
- They can be left unsupervised **IF** an enhanced DBS certificate is shown and held at reception **AND** they have been added to the Single Central Register.

Planned Maintenance Contractors

- When tendering for large building development projects, only approved contractors will tender.
- Workers will be covered by their companies DBS certificate/Safeguarding policy and approved to work on a school site.

There are under the jurisdiction of the Site Manager and their Foreman.