

Quwwat-ul-Islam Girls' School



Together we can achieve more

Visitors Policy

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Policy Links	Child Protection and Safeguarding Policy

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Introduction

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during school hours. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

Objectives

The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This policy applies to:

- ☐ All teaching and non-teaching staff employed by the school
- ☐ All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches etc)
- ☐ Trustees
- ☐ Parents/carers
- ☐ Volunteers
- ☐ Local Authority staff
- ☐ Building & Maintenance Contractors

Protocol and Procedures

Before a visitor is invited to the school, both the Headteacher and Deputy Headteacher are informed, with a clear explanation as to the relevance, purpose, date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school. This includes all ex members of staff who wish to visit the school.

- ☐ Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- ☐ All visitors enter the school building through the main doors and report directly to a member of the administration team
- ☐ All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification

- ☐ All visitors are required to sign the Visitors Record Book which is kept in the main office at all times
- ☐ All visitors are required to wear a visitor's lanyard when entering the main school building
- ☐ Visitors are escorted to their point of contact, or their point of contact will be asked to come to reception to receive their visitor. The contact will then be responsible for them while they are on site.

On departing, visitors leave via reception and:

- ☐ Enter their departure time in the Visitors Record Book
- ☐ Return the visitors lanyard to a member of the admin team

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor's lanyard or who's visit has not been authorised by the Headteacher will be challenged politely to enquire who they are and their business on the school site. They should be escorted to reception to sign the visitors' book and be issued with an identity badge.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately. The Headteacher/Deputy Headteacher 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 if they fail to leave the school grounds, police assistance will be called for.

Trustees and Volunteers

All trustees and volunteers are required to have an enhanced DBS.

New trustees are made aware of this policy and are expected to become familiar with its procedures as part of their induction process. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

CPD

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.