Barnwell School

Visitors Policy



Reviewed – August 2025

To be reviewed – September 2027

Introduction

Barnwell School welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the school that they make. However, to ensure that safeguarding requirements are met visitors must be made aware of and adhere to the school policies and procedures, in particular Disclosure and Baring Scheme DBS checks and Health & Safety requirements. For the purposes of this policy, parents/carers are also classed as visitors.

Principles

All School staff and students will be made aware of the School's policy for visitors. If a member of staff or a student meets anyone in the School who are not obviously members of the school community and are not wearing Barnwell visitor identification, they should politely enquire of the visitor if they require help and direct them to Reception. If a student is in any doubt of the legitimacy of the person, they should inform a member of staff immediately.

Procedures

In order to ensure the safety of our students and to make the most of classroom input by visitors, and to ensure that this input is appropriate, the following guidelines will be followed:

- Prior to arranging a visit, consider how the session will add value to the school in terms of learning and school management.
- If appropriate, e-mail this policy to your visitor(s) in advance of their visit.
- Reception should be informed of any planned meetings/visits in advance.
- Visitors should use the main school entrance intercom to state who they are visiting and the purpose of their visit to Reception on arrival. Visitors must not enter the school by any other entrance.
- All visitors must be asked to sign in at reception and visitors badge issued.
- All visitors will be asked to produce formal identification. Staff representing Hertfordshire County Council will be asked to produce their HCC ID badge.
- Staff representing the Catering or cleaning company are required to wear their organisation identification badge and uniform at all times.
- Contractors should be signed in before being introduced to the Caretaker who will provide relevant site access as required.
- Contractors will be expected to adhere to Health & Safety regulations and ensure that safe working practices are followed.
- All visitors are required to wear a Barnwell School visitor's ID badge when on the school premises.
- Regular visitors working with students in the school are required to go through DBS procedures.

- The School will seek confirmation from organisations for representatives who visit the school on a regular basis that safeguarding checks including a satisfactory DBS disclosure have been completed. This information will be recorded on the Contractors tab on the School's Single Central Record.
- Visitors should be met in Reception and be escorted into the school by the member of staff responsible for the visit, or their representative. If you are expecting a visitor after 4.00 pm please ensure that you meet them at Reception sign the visitor in and escort them back to Reception, signing them out when they leave. If possible, please provide your visitor with a contact number for when they arrive.
- Visitors should be made aware of the Code of Conduct for school visitors, fire regulations, and any Health & Safety and Safeguarding policies and procedures. (See Appendix 1).
- Visitors to the classroom should be made aware of the School ethos and must comply at all times with the Governor's policies, administrative rules and School procedures.
- All visitors must sign out and return the Visitor's badge before leaving the site. (NB on departure, all visitors are required to enter the time of departure to meet health and safety requirements).

The above procedure will be applied to all visitors to the school, including volunteers, work placements, contractors, governors and visitors from external agencies, such as Ofsted, County Council Staff and Sporting Futures staff and apprentices.

Appendix 1

Visitor Code of Conduct

Barnwell School welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the school that they make. To ensure that our safeguarding requirements are met, and to help your time in our school run smoothly, please help us by reading and complying with the following rules and regulations. By signing the visitor register you are agreeing to abide by our school visitor code of conduct.

- Please report to reception and sign in and out of the premises.
- Please wear a visitor's badge at all times.
- Value and respect different racial origins, religions, cultures and language.
- Do not promote your own political or religious beliefs.
- Confidentiality should be maintained at all times.
- Use appropriate language and behaviour at all times.
- Do not manage classroom behaviour; a teacher will be present at all times.
- Physical contact with students is strongly prohibited unless overseen by a teacher and is essential for health and safety reasons.
- Do not be left alone with a student.
- If you feel any way uncomfortable about the behaviour of a student, please discuss this with the teacher and staff present.
- Whilst preparing your work area ensure there are no students present.
- Any equipment or work in progress that needs to be stored on school premises during the visit must be highlighted to all staff and appropriate arrangements made.
- If you have been given access to Barnwell's ICT systems, you will be required to comply with our Acceptable Use of ICT policy. A copy will be provided where appropriate.
- Car parking is available on both our campuses. Please drive with extra caution on school premises, following the speed limit, directional arrows and designated entrances and exists. Do not park in the drop off zone or on double yellow lines. Switch off any music as you enter the school grounds.
- Do not obstruct fire exits – even temporarily.
- Check with reception where you can unload and park.
- Keep your vehicle locked at all times and never give a student a lift in your vehicle.
- Only use staff toilets and washrooms. A member of staff will direct you to the nearest staff WC.

- Please report any breakages to a member of staff.
- Avoid wandering around the school.
- Do not smoke or vape on school premises or when with a group of students.
- Please follow any Health and Safety guidelines that may apply.
- For First Aid, please report to Reception. Please report any accidents or incidents to Reception.
- Please be familiar with the Schools fire evacuation procedure, which will be made available on your arrival.
- If you are a regular visitor to the school, and are working unsupervised with students, you are required to have an enhanced Disclosure and Barring Scheme (DBS) check.

- **Please be aware of the school's Child Protection Policy and of who the designated Safeguarding Lead teacher for Child Protection is within the school. Barnwell School's Child Protection Policy can be found on the School website or made available on request.**

  If a student disclosures information to you about significant harm, you should (a) listen; (b) inform the student you need to tell someone – do not promise confidentiality; (c) make accurate notes of what has been said by the student; and (d) it is not your responsibility to investigate, so pass any information on to our DSL, Sophie Cooper.

Barnwell School hopes your visit will be enjoyable, informative, valuable and safe. If you have any questions, please do not hesitate to ask a member of staff to help you.