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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Visitors in School Policy

The English School

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Ratified by	The Headmaster
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Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 7:30 am and 1.50 pm, and when the office is staffed to monitor/receive visitors at reception between the hours of 7.20 am and 2.30pm.

Policy Statement

The English School strives to create an open and inclusive school community, encouraging parents and guardians to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, Universities, Schools and other organisations.

The English School assures all visitors a warm, friendly and professional welcome to our School, whatever the purpose of their visit. 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 and promoting the welfare of students. 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 so to do may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Headmaster is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's security staff, SLT and DSL as appropriate. All breaches of this procedure must be reported to the Headmaster.

From time to time different members of the public may visit our school. Visitors can include, but are not limited to:

Parents and guardians who visit the school during the day

- Prospective parents and prospective employees
- Parent and community volunteers (for assemblies, ECAs etc)
- Invited speakers, sessional instructors and others addressing learning and development
- Representatives of community, business and service groups
- Public officials (e.g. Members of Parliament, local councillors)
- Those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- Tradespeople
- Children's services agencies
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).
- Other Ministry of Education and / or Training staff
- Alumni who would like to visit their old school and / or meet with staff

Sign in procedure

All visitors to The English School are required to report to the school reception at the main entrance on arrival. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the visitors' book
- Provide photographic proof of identification to office staff upon request
- Always wear a visitor's name tag
- Follow instructions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds (see relevant Child Safeguarding Policy)
- Be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List
- Return to the office upon departure, sign out, record the time, and return visitor's name tag.

The English School will ensure that our school's Visitor's leaflet is available to visitors when they sign in.

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. Visitors should not enter the school campus during school working hours without authorization and while not in the presence of a member of staff.

Collecting / Dropping off items – School Reception

No visitor is permitted to enter the school via any other entrance other than the main building school reception under any circumstances. Items such as certificates, copies of documents etc must be collected from the school reception.

Items brought in for students such as books, sports kit or musical instruments may be left at the school reception.

Scheduled meetings

Parents / guardians who have pre-arranged meetings with teachers should report to the main building reception, where staff will be informed of their arrival.

Alumni who wish to visit the school must sign in at the main building reception and should be accompanied by a member of staff while on the school campus if the school is in session.

Visitors should not enter the school campus during school working hours without authorization and while not in the presence of a member of staff.

Criminal Record Certificate, and other suitability checks

All visitors who are engaged in **child-related work** must have a valid Criminal Record Certificate. Additional suitability checks may also be required such as a certificate for Prevention and Combating of Sexual Abuse and Sexual Exploitation of Children and Child Pornography, reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to The English School who are not engaged in child-related work will also be required to produce a valid Criminal Record Certificate, depending on the particular circumstances of their visit. For example, The English School will require a valid Criminal Record Clearance for:

- visitors who will be working regularly with children during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- visitors (e.g. contractors), who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the Headmaster/BoM.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a Criminal Record Certificate.

Police officers / Children's Social Services employees are exempt from requiring a Criminal Record Certificate but may be asked to provide proof of identification.

Invited speakers and presenters

(Refer also to the Child Safeguarding Policy)

On occasion, The English School may invite external speakers or external providers to deliver incursions, presentations, workshops and special programs for our students. Staff arranging such visits will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the school mission statement.

A biography of the speaker or institution must be provided with the purpose clearly defined as to the information the speaker/visitor wishes to communicate. The information must align to the values and ethos of the school. This must be discussed with the organiser prior to the visit. Whenever possible, a notice period of no less than one month be given prior to the speaker/visitor's proposed date at school. An organiser for the visitor/speaker is provided who will be the liaison with school.

Application to bring a guest speaker

Any staff member wishing to bring a guest speaker / visitor to an assembly, lesson or ECA session should apply one month where possible but no less than 2 weeks in advance by using the form at this link: <https://forms.englishschool.ac.cy/view.php?id=94470>

For visitors who will be working regularly with students (over a period of time, more than 2 sessions), the application needs to be completed by the previous June before the school year commences.

Approved Visitors List

The school will hold an approved visitor list for visitors who frequently visit site to undertake work within the school (including BoM, 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 police criminal record check and this has been registered on the school's Single Central Record **AND**
- b) A current clear police sex offenders check has been undertaken **AND**
- c) A letter has been received from the employer that pre-employment checks have been undertaken (where relevant)

Visitors on the approved visitors list **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in and wear a visitor's badge).

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

Unknown/Uninvited Visitors to the School

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

They should then be escorted to reception to sign in and be issued with a visitor's 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 Headmaster (SLT/ DSL in the absence of) should be informed promptly.

The Headmaster 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.

Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Available publicly on our school's website
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

Checklist for visitors – from NSPCC guidelines on School Visitor Policy

If you're visiting a school, you need to make sure everything goes safely and smoothly.

You might visit the same school in different capacities, for example as a parent attending a school play, a volunteer helping out at a school activity or a visiting speaker. The school may ask you to follow different procedures depending on the reason for your visit.

Before your visit

- Make sure you understand and follow the school's processes for visitors, whichever capacity you are visiting in.
- Confirm the date and time of your visit with the school. Make sure you know who to ask for when you arrive.
- If you're self-employed or visiting on behalf of an organisation, be prepared to share your safeguarding and child protection policies and procedures in advance. The school will need to check that your safeguarding measures meet their standards.
- Organisations should provide the school with written confirmation that visitors have been recruited following safer recruitment. This includes confirmation that anyone working or volunteering with children has undergone the relevant vetting and barring checks. The school will need to check these procedures meet their standards.

- If you are self-employed, it's best practice to show the school evidence that you have carried out the appropriate vetting and barring checks for self-employed people.
- If you plan to take photographs of children and young people as part of your work, you must seek prior permission from the school.

During the visit

- Be prepared to show identification when you arrive.
- Follow the school's code of conduct.
- Only go into areas of the school you've been permitted to enter.
- You should only be alone with children if the school has given you permission. If you are working 1:1 with a child, make sure you put the appropriate safeguarding measures in place.

If you identify a safeguarding or child protection concern

- Report it by following both the school's and your own procedures.
- Keep a record of your concern.
- Work with the school to support any ongoing work with that child and their family, including referrals to other agencies.

RELATED POLICIES AND RESOURCES

ES Policies

- [Child Safeguarding Policy](#)
- [Safeguarding our Students Visitor's Leaflet](#)
- [Safe Recruitment Policy](#)

This policy is based on the NSPCC School visitors and safeguarding policy, which can be found at this link:

<https://learning.nspcc.org.uk/safeguarding-child-protection-schools/school-visitors>