Policy Name: School Visitor Policy
Last Review Date: September 2020
Next Review Date: September 2026

Sussex APC assures all visitors a warm, friendly and professional welcome, 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 from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff 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 HR Manager is the member of staff responsible for the co-ordination and review of this policy.
- The Assistant Head / Designated Safeguarding Lead is person responsible for implementing this policy.

All breaches of this procedure must be reported to the Executive Headteacher.

Aim

To safeguard all children under this school's responsibility both during school hours, curriculum and out of school hours activities, which are arranged by the school. The ultimate aim is to ensure that students attending Sussex APC can learn and enjoy school experiences, in an environment where they are safe from harm.

Objectives: 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 and conforms to child protection and safeguarding guidelines.

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, during after-school activities and on school organised (and supervised) off-site activities.

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, school councillor's and topic related visitors e.g. authors, journalists, PE coaches)
- All Governors of the school
- All Parents, Carers and Volunteers
- All pupils
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school will 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). They must follow the procedure below.

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- 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.

- 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.

- All visitors will be required to sign in on the Inventory monitor displayed in Reception. This includes identifying their organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then 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.
- When leaving school site, visitors should sing out and return the visitor badge.

Approved Visitor List / Single Central Record

For regular visitors, the School will carry out relevant checks and hold information on the schools SCR. This will include Governors, Counsellors, volunteers, contractors, on site suppliers i.e Sport leaders etc and supply staff.

The visitor will be required to demonstrate that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old) AND
- They have agreed authorisation form a member of ESLT to travel around the school site unaided.

Visitors on the Approved List MUST follow the same procedures on entry to the premises

Unknown 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.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and relevant Senior notified immediately

ISSUED	September 2026
ADOPTED BY Sussex APC	September 2026
RATIFIED BY GB	
REVIEWED	September 2026
REVIEW DATE (Annual)	September 2027