



# School Visitor Protocol

Statement  
The Trust (QEGSMAT)



- All pupils.
- Other education related personnel (e.g. Local Authority Advisors, Inspectors).
- Building and 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 may be asked to bring formal identification with them at the time of their visit. They must follow the procedure detailed below.

Once on site, all visitors must report to reception via the main entrance. 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 asked to sign in using the app on the screen at reception, which records name, organisation, who they are visiting and car registration.

All visitors will need to read the safeguarding information provided when signing in to ensure that they have been informed of our procedures.

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.

### Approved Visitor List

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

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

- They have a current clear enhanced DBS check and this has been registered on the school's Single Central Record AND
- A current clear DBS children's barred check has been undertaken AND
- ...





## Linked Policies

These policy and procedures should be read in conjunction with other related Trust policies, including:

Safeguarding and Child Protection Policy

Health and Safety Policy

Complaints Policy

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