

## Arrangements For Regulating, Accompanying & Vetting Visitors to the School

<b>Last Review</b> February 2026	<b>Next Review</b> February 2028	<b>Review Frequency</b> Every 2 years	<b>Coordinator</b> Director	<b>Nominated Trustee Body</b> EC&T
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### Introduction

The Mulberry Bush School 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 all staff to ensure that this duty is uncompromised at all times.

In performing this duty, the school 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 to do so may result in the visitor's escorted departure from the school site.

### Aims

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 children at The Mulberry Bush School can live, learn and enjoy extra-curricular 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, Trustees, 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 of and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence) 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 e.g. Social Workers, Independent Reviewing Officers etc
- All Trustees of the school
- All parents/carers/volunteers
- Student placements
- All pupils
- Building & maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport children e.g. taxi drivers and escorts

## **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. 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 the site, explaining who they are and the purpose of their visit.
- During term-time, all visitors must report to Reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- During holidays and exeat weekends, any visitor to The Burrow or Bramble House will have to sign in separately as a visitor there using the visitor's book.

Visitor books are kept in The Burrow office and Bramble House office. Visitors to The Burrow and Bramble House will be issued with a red lanyard to make them immediately distinguishable by sight.

- During holidays and exeat weekends visitors to staff at the main site will continue to use InVentry as below **or** report to the head of maintenance and sign in.
- During holidays and exeat weekends, contractors will report to the head of maintenance and sign in using the Contractors' Book.
- 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 InVentry electronic system in Reception at all times making note of their name, organisation, who they are visiting and car registration.
- The InVentry system will then issue an identification card for that specific visit.
- All visitors will be required to wear a lanyard that carries the identification card – the card must remain visible throughout their visit. Further details about the lanyard system can be found below.
- All visitors are made aware of who the designated safeguarding lead is, and any safeguarding concerns should be reported to them. Written guidance is provided to visitors containing this information.
- All visitors are made aware of the school's policy on the use of mobile phones on the school premises. I.e. not used in front of the children.
- 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.

### **Lanyards**

All visitors to The Mulberry Bush School must sign in using the School InVentry system in Reception. All visitors will be expected to arrive with, and be able to provide, appropriate photographic identification when asked. For professionals this should be a form of identification provided by their employer but, at the school's discretion, could be a recognised alternative e.g. a driving licence. Any visitor who does not provide adequate identification may be refused entry or access to children.

All visitors must wear a visitor's card and a lanyard; red or blue (blue is for professionals with a DBS check) and all staff must ensure that visitors wear them at all times during a visit. Any visitor who is wearing a red lanyard will not be allowed unsupervised access to the children unless they have a statutory right to do so e.g. Social Workers, Independent Reviewing Officers etc.

Certain visitors may be required to be on site for a prolonged period of time who do not have DBS clearance, for example people contracted to undertake maintenance work or undertake cleaning duties. In general, these visitors will be briefed by appropriate staff and will not be left unsupervised. If it is expected that they will be working on-site for a sustained period and the work is pre-planned, they will be expected to obtain DBS clearance if they do not already have it. Any visitor who does not have DBS clearance will be expected to also use the red lanyards. Any visitor who has undertaken a DBS clearance and other relevant safer recruitment checks will wear a blue visitors' lanyard and this will allow them to have unsupervised access around the school site. These visitors will not be issued with school keys.

Depending on their task, some contracted ancillary staff will not be required to wear lanyards, due to health & safety reasons. These staff will be required, however, to wear visible identification such as a clip-on badge.

When a visitor lacks any appropriate identification a member of staff, who is on site, available and willing to do so, can vouch for the visitor's identity. If this the case, then this method of identifying a visitor's identity **must be recorded on the InVentry system**. Any visitor gaining access to the school in this manner will not have any unsupervised access to any child, regardless of their status or the purpose of their visit.

### **Visitors' Departure from School**

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time by logging out using the InVentry system
- Return the lanyard/identification card to Reception

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a school lanyard 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 into InVentry and be issued with an identity card. 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 Director (or another member of the SLT if the Director is not available) should be informed promptly.

The Director or SLT 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/Students**

All Trustees must comply with Disclosure and Barring Service (DBS) procedures, completing a DBS form (if not already held) via the School office.

The School must check all Trustees' DBS certification is current (i.e. less than 3 years old).

Please note that Trustees should sign in and out using the InVentry system, **and complete the Trustee Visit record sheet.**

New Trustees will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Director, and the Chair of Trustees.

New volunteers/student placements will be asked to comply with this policy by the staff they first report to when coming into school.

### **Staff Development**

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

### **Linked policies**

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Security Policy
- Fire Safety Policy
- Lockdown Policy

### **Role of the Trustee Body**

The relevant Trustee sub-committee will review and ratify the policy after each update cycle to ensure that they agree that it is fit for purpose.

Breaches of policy that demonstrate a serious systematic error or breakdown will be brought to the Chair of Trustees' attention and, if necessary, the breach will be reviewed by the Chair with the Director/School Leadership Team.

### **Role of the School Leadership Team & Staff**

The School Leadership Team will ensure that all staff understand and implement this policy at all times.

The School Leadership Team will review this policy every two years but may also update elements in between each full review.

Any minor breaches will be reviewed with any relevant members of staff via the standard support structures (i.e Agenda Meetings and Supervisions).

The School Leadership Team will review any breaches and determine whether there are Safeguarding implications. If there are safeguarding concerns, they will alert the relevant teams within and without Oxfordshire (i.e. placing Local Authority) as necessary.

**Raising Awareness of this Policy**

All new staff will be asked to read this policy as part of their Induction.

Significant changes that result from a review or a change in legislation/guidelines will be communicated to staff via email and school meetings (i.e. morning meetings, team meetings etc.).