



Simon Langton Grammar School for Boys

School Visitors Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

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This policy will be reviewed biannually and/or following any updates to national and local guidance and procedures.

Key Contacts

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School Visitors Policy and Procedures

1. Policy Statement:

Simon Langton Grammar School for Boys extends a warm welcome to all our visitors. 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 students, staff and visitors.

It is the responsibility of the Governing Body and Senior Leadership Team to ensure that this duty is always upheld. The Langton therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor being required to leave the school site.

2. Key Responsibilities:

The Designated Safeguarding Lead and or Deputy Headteacher are the members of staff responsible for implementation, coordination and review of this policy. All breaches of this policy should be reported to the DSL and the Deputy Head Teacher immediately.

3. Limits of Policy:

For the purposes of this policy, the school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary) and during normal school hours (08:30 to 15:45) and after-school activities (15:45-17:30).

4. To whom the Policy Applies:

- All staff
- All external visitors entering the school site during the school day or for after school activities
- All governors of the school.
- All parents and volunteers.
- Other Education related personnel (County Advisors, Inspectors).
- Building & Maintenance and all other independent contractors visiting the school.
- Independent contractors who may transport students on minibuses or in taxis if they are to enter the school, leaving their vehicles.

5. Visitors to the School:

All visitors to the school must be asked to bring formal identification with them at the time of their visit. They must follow the procedure below:

- 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 without first registering at reception.
- All visitors should come through the main front gates. Where there is a change to this (e.g. through arrangement with the Rugby Club), it is still mandatory to go straight to reception, even if remaining on the school field for the visit. The only exception is where the use of the school visitor QR Code to register (see section 9 below)

- At reception, all visitors will be registered by reception staff. The purpose of their visit and who they are visiting, will be recorded, alongside an image taken for identification, and details of their vehicle if parked on site.
- All visitors will be required to wear an identification badge. The badge must remain visible throughout their visit and shown if challenged by staff.
- 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 as holding a verified DBS check and the visit is prearranged. There may be specific arrangements made for visitors attending sports fixtures to enable visitors to easily access the relevant fixture.

6. Visitors' Departure from School:

- On departing the school, visitors **MUST** leave via reception and ensure that they log out on the screen.
- Return the identification badge to reception or pass it to the member of staff they are visiting.

7. Specific Arrangements for Sports Fixtures

- QR Code: When hosting large scale events or for visitors/spectators during sports fixtures we operate a QR sign in system; this is to ensure we have an accurate register of who is on site. QR codes are displayed at all entry points to the school including the front gate, entrance to Gilham's Field, the Sports Pavilion and the entrance to Canterbury Rugby Club. Once scanned and signed in visitors must complete a Google Form which is shared with Reception. This enables the school to know who is on site should there be an emergency. For those visitors without access to a smartphone, then section 5 of this policy applies – they must sign in at reception.

8. Unknown/Uninvited Visitors to the School:

- Visitors to the school cannot turn up at reception and expect to meet with a member of staff without a prior arrangement, unless it is an emergency. Appointments must be made in advance due to the busy nature of the school day and this will ensure that the relevant member of staff is available to meet.
- Any visitor to the school site who is **not** wearing an identity badge will be challenged politely by staff to enquire who they are and to state their business on the school site.
- They should then be escorted to reception to register and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.
- If the visitor refuses to comply, they will be asked to leave the site immediately and escorted from it. The Headteacher and DSL (or other Senior Leader if neither is available) should be informed promptly.
- The Headteacher / DSL or Senior Leader will consider the situation and decide if it is necessary to inform the police.
- If any 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 sought.

9. Governors:

- All governors and parent helpers must comply with relevant vetting procedures and hold a current DBS check.

- Governors must always sign in at reception and wear ID badges. New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors in consultation with the DSL.

10. Staff Responsibility:

- As part of their induction, new staff will be made conversant with this policy
- All staff are expected to be aware of this policy and must ensure compliance with its procedures at all times.

11. Student Responsibility:

- Students are encouraged to be aware of their surroundings and report any suspicious activity or unauthorised visitors to a staff member immediately.
- Students should assist visitors, when appropriate, by directing them to reception or providing general guidance.

12. Linked Policies:

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

- Child Protection and Safeguarding Policy (esp. 10.3)
- Fire Emergency Evacuation Policy
- Health and Safety Policy
- Dogs on Site Policy