



MacIntyre
Providing support...your way



MacIntyre School

Visitors Policy

Agreed by Local Advisory Board: 30/06/2018
Review Date: 30/11/2019

Ethos Statement.

At MacIntyre School we recognise the importance of keeping our children and young people safe and happy and promoting their sense of positive wellbeing at all times. We aim to create a culture of vigilance and promote the welfare of all our children and young people.

This policy has been developed to ensure that we promote the children and young people's wellbeing and ensure that they are safe when people are visiting the site. It also aims to ensure the safety of those visitors.

This policy sets out the procedures governing the action to be taken to ensure the safety of children, young people and visitors at MacIntyre School. Where this policy refers to MacIntyre School this includes the area of the School and the Children's Home.

It is written in conjunction with the Children's Home Operating Risk Assessment and individual house guidance for visitors.

Aims

MacIntyre School will support all children/young people by:

- Encouraging the development of self-esteem and resilience in every aspect of MacIntyre School life including through the curriculum.
- Promoting a caring, safe and positive environment within MacIntyre School.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and young people.
- Notifying the Bucks safeguarding teams and all other relevant agencies as soon as there is a significant concern.
- To keep everyone on the site healthy and safe
- Allowing students, families and friends to socialise in a safe supportive environment.

Key Principles

- All visitors are signed in so we are aware of who is on site at all times.
- Staff supervise visitors on site appropriately, this will depend on
 - Who they are.
 - Who they are visiting.
 - Why they are visiting
 - When they are on site.
 - Where they are located on site
 - What they are doing while on site.
- No member of staff may be responsible for a child under the age of 18 who is not enrolled in the school or resident in the children's home.
- No visitor is given codes for locks, swipe cards or keys without prior approval from the Senior Leadership Team or the Manager on Site
- This policy applies to the school and on-site children's homes. Our off-site children's home Hillside has a separate but similar policy.

Responsibilities

Local Advisory Board:	As they are ultimately responsible for the Health & Safety of the staff, students and visitors they need to ensure students safety by developing policies in line with legal requirements and review policies so they are familiar and checked for suitability, appoint a Senior Leadership Team to apply the policies and meet regularly to monitor and discuss implementation of policies.
MacIntyre ,Head of Schools :	Liaises with MacIntyre Directors, Trustees, Local Advisory Board and Senior Leadership Team to enhance communication between the school and charity, in order that student safety is kept as the highest priority.
Senior Leadership Team:	Ensure that high quality training is given to staff, that procedures are reviewed and developed. Coordinate any major incident that may occur including the contact of suitably qualified experts where necessary.
Teachers, Heads of Service & Line Managers	Ensure that the house/class they are responsible for, has visitor guidance that is fit for purpose and meets the needs of the young people. Ensure that the procedures in this policy are followed by all staff.
Staff	All staff are responsible for keeping the students, staff and visitors safe. On each visit the designated member of staff will establish: <ul style="list-style-type: none"> • the identity of the visitor (if appropriate by asking for identification); • the purpose of the visit (before admitting the visitor) and ensuring that the visitor enters relevant details in the Visitors' Book. • if there any special conditions for that persons visit and see that they are followed. • Take responsibility for giving guidance to the visitor/s as necessary
Students	May not be aware of potential or immediate dangers and should, therefore, follow the guidance of staff.
Visitors and Parents	Raise any issue or occurrence that has given them any concerns over safety and follow the guidance of staff.

Related policies:

MacIntyre H&S manual 5th edition

MacIntyre School H&S Policy

Contractors Policy

Success Criteria

- Students, staff and visitors are safe from incident or accident.
- Safeguarding standards are maintained and students are safe from any sort of abuse.

- That students, visitors and families are supported to maintain healthy and positive relationships.

Procedure

The standard procedure is for all visitors to arrive at the main reception, when arriving during the working day, and to enter their details (name, time of arrival and purpose of visit) in the visitors' book. The host house, class or relevant support service will take responsibility for the visitor whilst on site.

They will be issued with a visitor badge and red lanyard with fire keys attached. The member of staff responsible for the visitor will add the name of the visitor, date and duration of visit on to a visitor's badge and this must be displayed by the visitor at all times. Before the visitor leaves the site, they must return their badge and fire keys to reception and sign the Visitors' Book to confirm the time of leaving.

The visitor will be given the Welcome To MacIntyre School leaflet and their attention drawn to how to report a concern

At times when the main reception is closed, visitors are requested to contact Manager on Site, who will arrange their entry to site. The visitor will be asked to sign the visitors' book in the house they are visiting. Any member of staff admitting a visitor into the host house is personally responsible for ensuring that the relevant details are recorded in the Visitors' Book. Particular attention must be paid to this rule if the visitor is not known to the member of staff. Staff may enter details for a visitor if they are known to that staff member.

On each visit the designated member of staff will establish:

- the identity of the visitor (if appropriate by asking for identification);
- the purpose of the visit (before admitting the visitor) and ensuring that the visitor enters relevant details in the Visitors' Book.
- if there are any special conditions for that person's visit and see that they are followed.

No visitor, other than family members, will be left alone with students unless with the express permission of a member of the Senior Leadership Team and only if the purpose of their visit has been submitted in writing and approved by an SLT member, their identity has been confirmed by provision of photographic ID, and their DBS checked.

Family members, visiting the houses, will only be left alone with their own child.

In addition to the above procedure, all host houses must ensure that visitors park appropriately in the main school car park. This is to lessen the impact on the parking in Dark Lane and it must be noted that **no** visitor parking is permitted in Jenkins Court.

Any concern from staff about a visitor on site should be immediately reported to a member of the Senior Leadership Team or the Manager on Site out of hours. If they have significant cause for concern then they should immediately contact the police.

Visitors found not wearing a Visitor's Badge should be challenged politely by any staff member as to who they are and what their purpose for being on the site is. They should then be taken to reception or the appropriate house (out of school hours) to be signed in and given a visitor badge if their visit is approved. In all cases such as this the visit must be approved by the most senior person on site.

Approved Visitor List

The school and children's home will hold an Approved Visitors List for those people who frequently visit the school site. To qualify for this the visitor must have demonstrated that:

1. They have a current, clear, enhanced DBS check and details of this have been registered on the school's Single Central Record, **AND**
2. A current clear DBS children's barred check has been undertaken **AND**
3. They have provided photographic ID confirming their identity and their role
4. Visitors on the Approved List must follow the same signing in/out procedures as all other visitors to the school

The School Business Manager will maintain the Approved Visitor List.

Family visitors

If the visitors are accompanied by minors (children under 18 years) the visitors must take full responsibility for their children's safety and supervision on site; this includes visiting houses and classrooms, communal areas in the school and all school grounds. At no time may minors not enrolled in the school be left in the care of MacIntyre staff. MacIntyre staff will not be responsible for the entertainment, behaviour or actions of the minors. If the Manager on Site is concerned by the level of supervision or behaviour of the children, they may request that the children leave site.

The Manager on Site may deem that it is unsafe for children under 18 to be on site at that time and will not allow entry to the site

All school recreational equipment (such as trampolines, swings, go-karts) is for student use and has been selected for their age range abilities and needs. Visitors will need to be mindful of the abilities of family members and offer appropriate guidance and support.

If family members wish to spend time alone with their son or daughter, the support staff will check on them regularly. Family will be asked to specify where they intend to go within the site, for the duration of the visit. At **no** time will MacIntyre staff take charge of, or responsibility for, minors not enrolled in the school or resident in the children's home.

At times family may be asked to spend time away from the house and visit in a different area of the site, dependent on the current support needs of the children and young people within the house. There may be equipment or facilities in these other areas which are designed specifically for the needs and age range of our students, some may require specialist training or procedures for safe use. Visitors must not use these facilities or equipment, allow visiting minors or the young person they are visiting to, unless they have permission and guidance from a member of staff trained in the equipment's use.

Families may wish to watch their son or daughter engaging in an activity. They must follow the guidance of staff and comply with procedures and systems put in place for the safety of all.

Visitors who are not familiar to the site, will have the visit pre-arranged and have the contact number for the house, so that they can inform them when they arrive and be met at the front of reception. The shift coordinator will designate a member of staff to escort the visitor around the site. This must include to and from the parent's accommodation, if the visitor is staying overnight.

If any visitor is planning to stay in the parents' accommodation overnight, the Manager on Site must be informed. The Manager on Site will ensure the Night Staff team are made aware of this.

Buildings and Maintenance Contractors

Will follow the signing in procedures detailed above. They will be escorted by the Maintenance Supervisor (or a suitable other member of staff) in any buildings where students are present. It may be that contractors are carrying out duties in an area of the school where children are not present at that time, e.g. in a residential house during school hours or in the school building out of term time. Because the vast majority of our students are individually supervised at all times it may be agreed that the contractor can work in this part of the site largely unsupervised, providing they agree that they may not move around the site without supervision.

Building and Maintenance Contractors will be briefed on on-site H&S expectations on arrival (refer to Contractor's Policy). Some contractors who are regular visitors to the school may be placed on the Approved Visitor List if appropriate and a very few may be granted access to be on site unsupervised

Local Advisory Board Members, volunteers and employees of MacIntyre who are regular visitors to the school

All volunteers, LAB members and employees of the wider charity who regularly visit the school must complete a satisfactory Enhanced DBS check prior to commencing in their role. Having satisfied requirements LAB members and volunteers will be added to the Approved Visitor List. They must always sign in and out as detailed above.

Ex staff and ex students and their family members.

May request or arrive at the school for a visit. Entry is at the discretion of a member of the SLT or the Manager on Site. They must be signed in and fully supervised at all times.

Staff Development

As part of their induction staff will be made aware of the contents of this policy and their responsibility to ensure compliance with it at all times.

Review

Policy written by Catherine Warren (Deputy Principal - Residential and Therapy)
May 2016

Reviewed: November 2017 (minor changes),

Reviewed June 2018 by Fiona Veitch (Principal

Date for Review: November 2019