



**National
Autistic
Society**



**Vanguard
School**

VISITOR POLICY

Version	Date	Distribution
2.0	May 28 th 2019	NASAT Vanguard Project Group
2.1	June 20 th 2019	NASAT Vanguard Project Group

1. Introduction

This policy contributes to the ethos and character of the school by re-enforcing the fact that The Vanguard School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff, placements, volunteers and visitors to share this commitment.

We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of our community. If anyone has concerns we will always listen to them and seek to address them. However, abusive, threatening or violent behaviour will not be tolerated

All visitors must be in line with the schools PREVENT policy and any visiting speakers must be checked for suitability.

2. Procedures

1. Visitor(s) must sign in at Reception by completing the VPass electronic signing in procedure which will include providing photo ID in the form of a current valid driving licence or passport (and DBS CRB(E) paperwork if available) then wearing the Visitor badge they receive at all times on site; the badge will include on the reverse side details of the DSL, their contact information, and why this information is being provided.
2. Visitors with no ID will not be allowed on-site as their identity cannot be established; this will not apply where the visitor is already known to a senior leader (see also 3 below).
3. Visitors will be accompanied during their visit.
4. A visitor who is not expected will be retained in Reception until a member of SLT has spoken with them regarding the purpose of their visit; they will not be admitted beyond Reception.
5. Administration staff in Reception must :
 - issue visitor(s) with appropriate Zoned Visitor Badge depending on what site access they will require during their visit

- contact the person who is being visited to confirm that a visitor has arrived and that they are a legitimate visitor to the school
- if no CRB(E) is available then the visitor must be accompanied in school at all times
- arrange for the visitor to be collected and escorted to the person to whom they are visiting
- upon visitor(s) leaving, Reception staff must require the visitor(s) to sign out, and retrieve the visitor badge provided

3. Responsibilities

Staff must notify Reception in advance of any expected visitor(s).

All members of staff must, when safe to do so:

- approach directly, or alert a colleague to, any person who is not displaying a visitor badge so they can be escorted to Reception and officially signed in, or be required to vacate the site immediately
- approach directly, or alert a colleague as appropriate to the circumstances, to any visitor(s) who appears to be acting suspiciously
- approach directly, or alert a colleague to anyone who appears to be in the wrong zone to establish if they are lost or require assistance

If an unauthorised person is on-site and refuses to leave, dial 999.

4. Review

This policy will be reviewed bi- annually by Governors and Headteacher.