



## WELLINGTON COLLEGE BELFAST

### Visitors Policy and Procedures

#### (with COVID-19 Addendum)

#### 1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn, develop and enjoy all experiences, including extra-curricular activities, in an environment where they are safe from harm.

#### 2. Policy statement

Visitors are very welcome to Wellington College, however it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Principal to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body 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 procedure.

#### 3. Policy responsibility

The Principal is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Principal in the first instance.

## 4. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including supply teachers/outreach support teachers/counsellors/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Governors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (EA staff, Inspectors, health care professionals, etc)
- Buildings and Maintenance Contractors

## 5. Protocol and procedures

### 5.1 Planned visitors to the school

All visitors to the school may be asked to provide formal identification at the time of their visit

- Where possible the school office/ reception staff should be informed of all prearranged visitors to the school
- All visitors must report to the school office/ reception first and should not enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
- All visitors will be asked to sign the Visitors' Record Book (which is kept by the school office/ reception at all times), making note of their name, organisation, who they are visiting, car registration number
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information

- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site
- On departing the school, visitors should leave via the school office and:
  - Enter their departure time in the Visitors' Record Book alongside their arrival entry

**Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.**

## 5.2 Unknown/ unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school
- They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in 5.1 then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or Vice Principal/Senior Teacher) should be informed promptly
- The Principal (or Vice Principal/Senior Teacher) 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.

## 6. Governors and regular volunteers/parent helpers

- All Governors and regular parent helpers must comply with the Access NI Disclosure Service, by completing an Access NI disclosure (if not already held) if they are in regulated activity via the School Office
- All Governors and parent helpers should follow the procedures as stated in 5.1
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Principal before coming into the school for an activity or class supporting role
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their job) as long as they are not left unsupervised. The Principal must give permission before any such visit takes place. All regular parent helpers

must be Access NI checked. Again all parents should follow the procedures as stated above 5.1

## **7. Contractors/ Workmen**

The responsibility for contractors/ workmen onsite lies with GFM. All contractors should make telephone contact with the Caretakers prior to entering the building; only Main Entrance to be used to access GFM Office ay Reception

## **8. Staff development**

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

## **9. Linked policies**

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

- Safeguarding and Child Protection policy
- Health and Safety policy

**Designated Teacher for CP: Karen Latimer**

**Deputy Designated Teacher: Lynne Anderson**

**Staff responsible for visitor admittance: Office staff (depending on who is working each day)**

**Date Agreed: September 2020**

**Date of Review: September 2021**

**Signed by the Chair of Governors:**

## ADDENDUM

### Procedures for Visitors (COVID19)

- All visits to the school must be arranged prior to attending, either by telephone contact with the school office or by contractual agreement.
- If you have had any of the symptoms of COVID 19 in the previous 14 days you must not enter into the school building – cough, fever, sore throat, shortness of breath, change to your sense of smell and/or taste.
- If you have travelled internationally in the past 14 days you must not enter the school building.
- If you have been in contact with anyone who has tested positive for COVID 19 in the past 14 days you must not enter the school building.
- Upon arrival to the school you must present to the school reception (but do not enter the school office) and:

Answer the health & safety questions

Sign the visitors book using **your own pen (or have the secretary sign you in)**, providing us with your contact details for tracking and tracing should it be necessary; sign out again when leaving

- Whilst in our school you must;

Sanitise your hands upon arrival at the school

Wear a face covering (that you will bring with you) inside the school building (preferable)

Regularly wash your hands with soap and water or sanitise your hands with the hand sanitiser provided.

Follow all PHA guidance on personal hygiene, hand hygiene, respiratory hygiene and reducing risks in relation to COVID 19

Maintain a social distance of 2m from adults

- If working with a child or with a group of children, you must clean all surfaces with the disinfectant spray and disposable cloths provided at the beginning and end of each session, as well as in between sessions with different children. If a child becomes ill during your session you must inform their teacher immediately.