



Visitors Procedure

Written	April 2023
Reviewed	November 2023
Next Review Date	September 2024
Lead for Review	Principal

Rationale

Leiths School of Food and Wine (Leiths) has a duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care falls within the duty to safeguard all students against any form of harm, abuse or nuisance. It is the responsibility of the Board of Directors who have identified Caroline Waldegrave to represent them with regard to matters pertaining to Safeguarding, and senior staff to ensure that this duty is not compromised.

In fulfilling this duty, Leiths acknowledges that there can be no complacency where child protection and safeguarding procedures are concerned. We therefore require that ALL VISITORS (without exception) comply with the following procedures. Failure so to do may result in the visitor's escorted departure from the site.

Responsibility for the Procedure

The Principal is the member of staff responsible for the implementation, coordination and review of this procedure. The Principal will also be responsible for liaising with the school's reception office and the Designated Safeguarding Lead, as appropriate. Any breaches of this procedure must be reported to the Principal with immediate effect.

Aim

To safeguard all staff and students, including children, whilst on Leiths' premises. The ultimate aim is to ensure that students at Leiths can learn and enjoy learning 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 Leiths' premises which is understood by all staff, Board Members, and visitors and conforms to child protection and safeguarding guidelines. This protocol and procedure fall within the broader Health & Safety remit at Leiths.

Where and to whom the policy applies

Leiths acknowledges it has a duty of care towards its staff and students anywhere on site during normal working hours, during out-of-hours activities and on visits organised by Leiths at an off-site location.

The policy applies to:

- All staff employed by Leiths
- All external visitors entering the school site during the school day or for after school activities
- All Board members
- All family members or partners of students and volunteers

- All students
- Other education-related personnel e.g., inspectors
- Building & Maintenance and all other independent contractors visiting the school premises

Protocol and Procedures

Visitors to Leiths

All visitors are required to provide proof of identity at the time of their visit unless they are on the Approved Visitors List (see below.) They must follow the procedure below.

Leiths has no authority to request DBS checks and barred list checks, or to ask to see DBS certificates for visitors. The Principal may accordingly use her professional judgment about the need to escort or supervise any visitors.

(Keep Children Safe in Education (KCSIE, September 2023)

- Once on site, all visitors must report first to reception.
- 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.
- Visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration (if relevant) and visitor badge number.
- All visitors will be required to wear an identification badge on a lanyard which must remain visible throughout their visit.
- Visitors must be given information about fire safety evacuation and safeguarding and child protection policies before entering the school. They should have access to the names of the Designated Safeguarding Lead and Deputies and encouraged to report any incidents or concerns they witness regarding the conduct of any adult whilst on the premises.
- 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 the visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Visitors Departure from School

On departing the premises, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge and lanyard to reception

Unknown/Uninvited Visitors to the School

Any visitor to the premises who is not wearing an identity badge and lanyard should be challenged politely to enquire who they are and their business on the site.

They should then be escorted to reception to sign the visitor's book and be issued with an identity badge and lanyard. The procedures under "Visitors to the School" above will then apply.

In a visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or Senior Leader if the Principal is unavailable is available) should be informed promptly. The Principal or Senior Leader 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.

Directors and Volunteers

- All Directors and volunteers must complete an enhanced DBS check (if not already held) via the HR department prior to entry to Leiths. Please refer to the Safer Recruitment Policy for more details.
- New Directors will be made aware of these procedures as part of their induction. This is the responsibility of CarolineWaldegrave who has been designated by the Board of Directors to represent the Board in all matters pertaining to Child Protection and Safeguarding.

Staff Development

As part of their induction, new staff will be made conversant with these procedures for Visitors and asked to ensure compliance at all times. Existing staff will be reminded of the procedures by the DSL as part of regular routine Safeguarding updates.

Specific guidance for members of staff organising visits from external agencies

The following procedures should be followed by all Leiths staff involved in organising visits from external agencies and speakers:

- Provide each visitor with a named school contact.
- Staff must ensure visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments. This is usually facilitated by reception staff at sign-in.
- All staff must inform the relevant school staff of the intended visit and remit of the visitor, e.g. Principal, relevant office staff.
- The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, ensure the Finance Officer is aware that fees are to be paid. A VAT invoice will need to be provided for payment to be made (if applicable).

Advance procedures with regard to the Prevent Duty

- External speakers and visitors are subject to web and other security checks as standard practice by Leiths.
- External speakers and visitors must ensure that they comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward -or in the manner in which they express these views or ideas- they do not infringe the rights of others or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds.

In order to protect staff and students of all backgrounds, Leiths requires that all external speakers and visitors abide by all safeguarding and H&S Policies.

External speakers and external visitors must take great care to ensure they do not create an intimidating, hostile, degrading, humiliating, or offensive environment for others at Leiths. Therefore, all speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience - or could reasonably fear - harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:

- Ethnicity or race
- Religion and belief (incl. lack of)
- Sexual orientation
- Gender
- Disability
- Trans status
- Age
- Civil status
- Pregnancy and maternity
- Partnership and marriage

If an external speaker or external visitor contravenes this guidance, Leiths reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

Religious hatred

Religious hatred offences (introduced into the Public Order Act 1986 by the Racial and Religious Hatred Act 2006) occur where the following actions are committed with the intention to stir up religious hatred:

- The use of threatening words or behaviour;
- The display of threatening written material;
- The publication or distribution of written material which is threatening;

- The public performance of a play involving threatening words or behaviour;
- The distribution or showing or playing of a recording of visual images or sounds which are threatening;
- The broadcasting of a programme which includes threatening visual images or sounds;
- The possession of written material, the recording of visual images or sounds, which are threatening, with a view to their display, distribution, publication, playing or broadcasting.

All speakers will be made aware of their responsibility to abide by the law, and the school's various policies, including that:

- They must not incite hatred, violence or call for the breaking of the law
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such act
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.

Appendix 1:

Visitors and Speakers protocol

We hope you have a pleasant visit to Leiths School of Food and Wine (Leiths). Please read and confirm your agreement with the school's procedures with regard to external visitors and speakers.

- To adhere to the policies and ethos of the school at all times during your visit
- To produce formal identification upon request
- Visitors will
 - be asked to sign the GDPR-compliant Visitors' Book which is kept in reception at all times making note of your name, organisation, who you are visiting, car registration (if appropriate), and visitor badge number
 - All visitors are required to wear an identification badge on a lanyard which must remain visible throughout their visit
 - When leaving Leiths you will be asked to leave via reception after having signed out of the Visitors' Book
 - Ensure the person you are visiting informs you of the school health and safety regulations
 - Ensure the opinions that are expressed during your visit of any nature comply with the regulations and ethos of the school
 - Speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience or could reasonably fear – harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:
 - -Ethnicity or race
 - -Religion and belief, including lack of religion and belief
 - Sexuality – heterosexual, bisexual, lesbian and gay
 - -Gender
 - -Disability
 - -Trans status
 - -Age
 - -Civil partnership and marriage
 - -Pregnancy and maternity
- If an external speaker or visitor contravenes the guidance, the school reserves the right to shut down an event immediately and to ban that speaker or visitor from the site
- All speakers and visitors should abide by the law, and the school's various policies
- You must not incite hatred, violence or call for the breaking of the law
- You are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such act
- You must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony
- If you have brought the following items with you (a mobile phone, iPad or laptop) into school please confirm you will not take photographs in the school or share any activities in school on social media without permission.