



## **Hardenhuish School**

### **Safeguarding Procedures for Visitors to School**

Hardenhuish School fully recognises its responsibilities for child protection and therefore we have put in place the following procedures, in order to ensure the safety of our pupils and staff:

All visitors to school must first report to reception, where they will be asked to sign in and be provided with a visitor's badge – this should be worn visibly throughout their visit and returned when signing out at the end of their visit.

Visitors to school with the exception of parents will be asked to provide photo identification, such as passport or driving licence, and their DBS credentials if relevant.

A copy of our safeguarding leaflet is given on the first visit to school, along with a letter to sign acknowledging that the leaflet has been received and read. The letter is then filed as a record, and the details including DBS details and the type of identification seen entered onto a database, so that on subsequent visits identification will not be required again.

The visitor(s) must be met by a member of staff – pupils are not permitted to escort visitors around the site, nor are visitors permitted to walk around the site unaccompanied unless they are recognised personnel with DBS clearance, e.g. Counsellor, regular contractors.

Staff should inform Reception of any visitors that they are expecting, prior to the event. They must also ensure that when arranging appointments, they ask visitors to bring in identification and DBS details and arrange for their visitor(s) to be met in Reception.

Staff are encouraged to challenge any person(s) on the site that are not wearing a visitor's badge and are unaccompanied. If possible they should accompany the visitor to Reception or alternatively they should alert Reception.