

# School Visitor Policy & Procedure

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## Purpose

This policy and procedure has been designed to place a clear protocol and procedure in relation to the admittance of external visitors to safeguard all students under the school’s responsibility during school hours and after school activities.

## Scope

This policy and procedure applies to all students, parents, staff, the school premise and all activities on the school premise and all members of the school community. It also applies to individuals who undertake work on behalf of Sri KDU, but are not employed by Sri KDU such as service providers and volunteers.

## Policy Statement

The School has a duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to ‘safeguard’ all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of all staff to ensure that this duty is uncompromised at all times. In performing this duty, the School recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) to comply with this policy and its accompanied procedure.

## Actionable Items

### 1. Visitors on site

All visitors to the school must bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). Visitors must follow the procedure outlined below.

- All visitors must register at the gate, explaining who they are and the purpose of their visit. They should be ready to produce formal identification upon request.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- 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.

- All 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 and visitor badge number.
- All visitors will be required to wear an identification badge with an appropriate coloured lanyard – the badge and lanyard must remain visible throughout their visit.
- Visitors to the school generally fall into five categories, School Staff, Approved Visitors / Visiting Teachers, Parents & Approved Guardians, Contractors and Non-Approved Visitors:

### Important Security Notice

In order to safeguard our students, please ensure you are wearing the appropriate coloured lanyard at all times whilst on site.

Our Security team and school staff will challenge any adult without a coloured lanyard clearly on display.

#### School Staff



#### Approved Visitors / Visiting Teachers



If you are a visitor to our school, please ensure that you collect from our Reception or wear one of the following lanyards. **You must be accompanied at all times when you are not in our reception area or parent cafe by an approved member of staff**

#### Parents & Approved Guardians



#### Contractors



#### Non-Approved Visitor



Thank you for your co-operation in helping keep our student safe.



- 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 them 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.
- On departing the school, visitors MUST leave via the reception and:
  - Enter their departure time in the visitors record book alongside their arrival entry.
  - Return the identification to reception.
  - A member of staff should escort the visitor to the carpark (ensuring the visitor does not re-enter the site).

## 2. Unknown/Uninvited Visitors

- 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 on the school site.
- They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures under “Visitors to the School” above will then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Health & Safety Officer or Administration Officer (or Senior Leader if neither is available) should be informed promptly.

- The Health & Safety Officer/Administration Officer 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.

### 3. Visiting Teachers & Service Provider / Contractor - Pre-employment Checks

New Visiting Teachers and Service Providers will be asked to comply and complete documentation outlined in the school's 'Safer Recruitment Policy and Procedure' before they are permitted to access the site.

#### Visiting Teachers

The following pre-employment checks must be undertaken by responsible individuals designated by the Senior Leadership Team (SLT) of the School or Business Unit for every candidate selected for appointment at Sri KDU Education:

- Receipt of at least two satisfactory professional references, one of which will be from the current or most recent employer, completed in the standard Reference Pro-forma;
- Verification of the candidate's identity in line with the requirements of The Immigration Department of Malaysia or country of work placement;
- A Barred List Check (for UK nationals);
- A prohibition from teaching check (UK, USA, EEA teaching staff);
- A satisfactory police clearance from the country of origin
- Verification of qualifications;
- Verification of professional registration as required by law for teachers, medical professionals, and therapists.

See safer recruitment policy for further information.

#### Service Providers / Contractors

All third party service providers, contractors, and agencies who are providing personnel responsible for non-regulated activity must as a minimum provide Sri KDU Education with the following safer recruitment pre-employment checks:

- Identity verification;
- Police clearance from the country of origin of the employee;
- Good conduct certification

See safer recruitment policy for further information.

## Supporting Documents

- Security Policy & Procedure
- Safer Recruitment Policy & procedure (Draft)
- Safeguarding Policy & Procedure
- Health & Safety Management Procedure
- Health & Safety Policy & Procedure
- After Hours Work Procedure
- After Hours Working / Lone Worker Procedure
- Traffic and Parking Procedure (Draft)
- Risk Management Policy (Draft)
- Incident and Emergency Policy & Procedure

## Responsibility

- The School Principal is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s.
- The Manager, Risk Health and Safety is responsible for maintaining the content of this policy as delegated by the School Principal.

## Promulgation and Implementation

This policy and procedure will be communicated and implemented throughout the school in the form of:

- Distribution of e-mails to Parents / School Staff / School Principal / CEO and Regional Risk & Compliance department.