



ST JOHN'S
BEAUMONT

St John's Beaumont Preparatory School School Visitor Procedures

For the protection of pupils, staff and property the School has instituted policies for visitors to St John's Beaumont Preparatory School.

Visitors are required to use the main car park (by the tennis courts) unless access to the main school has been permitted due to incapacity or on special occasions.

Visitors to the School must use the front entrance and report to Reception. Visitors who require disabled access will be directed to the Pupils' Main Entrance where they will be allowed entry and escorted to Reception or other venue as necessary.

All visitors are required to confirm their identity, DBS status, sign in and wear a visitor's badge provided by the Receptionist. Receptionist must identify the visitor according to the visitor's guidelines in Appendix A.

All visitors should receive a copy of the Visitor and Safeguarding Booklets containing safeguarding, H&S, and fire evacuation procedures.

Visitors are required to wait at Reception until collected by a member of staff. Refer to the HR Handbook for further guidance. Please refer to Appendix B.

- Parents, guardians and other visitors attending a meeting with a member of the school staff should be met by the member of staff and escorted through the school.
- Activity providers and peripatetic teachers holding a current DBS, have completed safeguarding declaration or suitable checks and who have received an appropriate induction as per 'Activity Provider Policy', can make their way to the designated room.
- Supply Teachers must be met by a member of SLT as per 'Use of Supply Agency Policy'
- Contactors should be met by the Site Manager or a member of the Facilities Staff and must comply with the 'Contractor Policy'. The list of vetted



contractors is continuously updated and is found on the reception OneNote, please first refer to this list. For any individuals who are not included on this list, call the Site Manager or Facilities Staff to escort them.

- Visitors to sporting events, may proceed directly to the playing fields.
- Pupils attending a Taster Day will be signed in and out in the “Pupils Signing in Book” by a member of the Admissions team or Reception.

Parents and Guardians attending School events in the Sports Centre and Hoy Theatre may make their way to those buildings and sign in at the event door. Parents visiting the Nearly New Uniform Shop may make their way straight there. Under no circumstances such visitors may enter a different part of the school without being escorted by a member of staff.

Only visitors who have a valid DBS clearance are permitted unescorted access throughout the School.

Under no circumstances may visitors enter the pupils’ toilets, showers or washing areas and infirmary. Access to dormitories will only be permitted when parents or guardians are dropping off or collecting pupils in the presence of a member of the boarding team.

Members of staff are expected to challenge any visitors not displaying a visitor badge and escort the visitor to Reception as per sign in protocol.

The above policies apply at all times when there are children at the School, including outside term time and school holidays.

The School monitors the movement on its premises via the use of CCTV camera.

Policy owner: School and Bursars Office	Circulation: All Staff	Review Date: March 2023	Approved by any other departments or staff members:	Date of next review: March 2024
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Appendix A

Visitors Guidelines for Reception

When inviting a visitor, please send the following instructions:

“We would like to ask for your support in fulfilling our safeguarding procedures for visitors to our School. Please ensure you bring a form of photo ID with you to reception. If you have a DBS certificate, please send a copy in advance to bursarsoffice@sjb.email and bring the original certificate with you. Please go to reception immediately upon arrival.”

Issuing visitors badges:

Red – The visitor needs to be fully escorted (no DBS certificate)

Any other colour – The visitor can be unescorted (valid DBS)

Categories of staff:

New Staff Members and Peripatetic Teachers

- All new staff members and Peris that come to site need to have their ID checked on the first day, if they are not known to Reception.
- When new staff and Peris arrive, check on SchoolBase (and it is on OneNote) to see if they have an entry. If they are listed, it means all checks are complete. If there is no entry, call the Bursars Office to seek guidance.
- Give the staff member or peripatetic teacher a copy of the visitor's booklet and safeguarding leaflet, and indicate the fire exits.
- You do not need to take copies of ID, or to check every time they come to site for frequent visitors. For infrequent visitors, check ID every time.
- Peripatetic Teachers need to sign in on the iPad for every visit.
- Issue a visitor badge.

Supply Teachers

- Check ID and DBS (there is no need to photocopy).
- When we have supply teachers, DHM will send a copy of their details in advance, so check ID and DBS number against this.
- Sign-in on the iPad.
- Give the supply teacher a copy of the visitor's booklet and safeguarding leaflet, and indicate the fire exits.
- Issue a visitors badge.
- Call DHM or DOS to meet and escort the supply teacher on the first day.



Contractors

- Check ID and DBS (there is no need to photocopy).
- Check the Visitors tab on the reception OneNote to see if the contractor details have been uploaded. If not, call Site Manager or Bursars Office for further guidance.
- Issue a copy of the visitor's booklet and safeguarding leaflet, and indicate the fire exists.
- Sign-in on the iPad.
- Issue a visitor badge.
- Call the relevant member of staff to meet and escort the contractor on the first day (usually the Site Manager) if we have appropriate checks.
- If the contractor does not have a DBS and ID, they must be fully escorted for the entirety of their visit.

Interviewees/Recruitment

- When the visitor arrives, check ID (there is no need to photocopy).
- Sign in on the iPad.
- Issue a visitor badge.
- Call The Bursars Office upstairs to collect documents and escort them.

Parents/FSJB/NNUS

- We do not need to ask for ID. Any parents that are here for a visit do not need checks, and anybody on FSJB/NNUS have been vetted (recorded on reception OneNote).
- Ask the parents for child's name, and check on SchoolBase to verify.
- Sign in on the iPad.
- A visitor's badge does not need to be issued if the parent is going for a meeting with a teacher. For extended visits that will be across the site, a badge can be issued.
- The School Uniform Shop times cannot be extended – the cut off time is final as the Boarders will use that space.

Admissions Visitors

- Sign in on the iPad. If children are visiting along with parents, they should sign in separately. For younger children, the parent can make a note on the sign in form of how many children will accompany them.
- Issue a visitor badge.
- There is no need to check ID, as they are fully escorted.
- Call Admissions to escort them.

Magis and Visiting Speakers



- When the speaker arrive, check ID and DBS (if applicable) (there is no need to photocopy).
- All Magis speakers and visiting speakers will be recorded on the Visiting Speakers log.
- Issue a copy of the visitors booklet and safeguarding leaflet, and indicate the fire exists.
- Sign in on the iPad.
- Issue a visitor badge.
- Call the relevant member of staff to escort them (Head of School/Subject).

All other visitors

- Check ID and DBS (if applicable) (there is no need to photocopy).
- Sign-in on the iPad.
- Give the visitor a copy of the visitor's booklet and safeguarding leaflet, and indicate the fire exists.
- Issue a visitor badge.
- Call relevant member of staff to escort them.



Appendix B

Contractors, Volunteers and Visitors Checklist

This checklist below is used to determine whether a visitor is a contractor, volunteer or a general visitor. The relevant sign-in process can then be implemented, according to Appendix A and the visitor's policy.

Name.....

Contractor Volunteer Visitor

Details of visit:.....

Date/s on site.....

- 1) Is the activity they will do 'work'? (A person, for example, visiting the head or their own child would not be working.)
Yes No
- 2) Is the work regular? (See definition of 'regular')
Yes No
- 3) Does it give rise to opportunity for contact with children? (This applies whether or not that contact is required by the work and whether or not it actually takes place. The issue is whether there is 'opportunity'.)
Yes No
- 4) Is the work for the purposes of the school? (This would not include, for example, those working for bodies hiring premises for other purposes out of school hours.)
Yes No

If the answer to all these questions is 'yes', the person is working in regulated activity unless:
an exception as below applies:

• Is the person a volunteer?

Yes No

• If so, does their work involve personal care of pupils?

Yes No

• If so, the volunteer is engaged in regulated activity because personal care work is always



regulated activity.

Yes No

• If not, are they supervised? (See DfE's supervision guidance.)

Yes No

• If so, the volunteer is not engaged in regulated activity as a supervised volunteer, not doing personal care work, is not in regulated activity.

Yes No

• Is the person a contractor?

Yes No

• If so, are they administering personal care or health care, as defined? [These are always regulated activity.]

Yes No

• If not, are they teaching pupils? [Regular teaching is always regulated activity.]

Yes No

• If not teaching work, is the contract for occasional or temporary non-teaching work (such as a quick plumbing task)? (There is no definition of 'occasional or temporary' but see the definition of 'regular'.)

Yes No

• If so, the contractor is not in regulated activity as non-teaching work by occasional or temporary contractors is not regulated activity

Yes No

DBS Number if in regulated activity.....