



DANESMEAD, FULFORD CROSS, YORK YO10 4PB
TEL: (01904) 654983

YORK STEINER SCHOOL

VISITOR POLICY

Approved by: Board of Trustees

Date: January 2024

Last reviewed on: January 2024

Next review due by: January 2025

Our Visitor Policy is primarily to provide a safe and secure environment in which our students can learn, our staff can work and our visitors and volunteers can feel welcome.

RECEPTION

The Reception is staff between 8.00 a.m. and 4.00 p.m. Monday to Friday. The door is locked with a keycode and electronic pass system at all times - except between 8.20 and 9.00 a.m. and 3.30 and 3.45 p.m. when the children are arriving and leaving, at which times it is closely monitored by at least one member of staff.

LANYARDS

Once all visitors/volunteers/trustees have signed in at Reception, they will be supplied with a colour-coded and labelled lanyard which must be worn for the duration of their visit and handed back before leaving the school premises:

Red Lanyards

During School hours, all visitors, including parents visiting a member of staff and the Head's visitors, are required to register at Reception and are issued with a red lanyard and badge which they must wear and keep visible, then surrender on leaving the premises. Identification will be checked for all visitors.

Contractors go through the same registration process.

Those undertaking 'work experience', who come in to school to observe lessons for a day or two, but who do not have a DBS check, must be accompanied by a member of staff at all times and wear a red lanyard and visitors' badge.

Any visitor from a third party provider will go through the same ID checks at Reception upon arrival. Prior to arrival, they will have completed our Confirmation of Checks - Agency/Third Party form and all information will be checked.

Student teachers who have been checked by a supplying university do not need to complete a new DBS check before they begin their placement in school, however, they must provide us with sight of their original DBS check and photographic proof of identity (i.e. a passport or photocard driving licence). A copy of both must be taken, signed and dated, and should be forwarded to the HR Manager.

Staff must consult the Head before making arrangements for student teachers or work experience visitors. All visitors on a red lanyard are accompanied by a member of staff and it is that member of staff's responsibility to ensure the visitor(s)' safety in event of an emergency e.g. a fire evacuation.

Visitors with red lanyards and visitor badges must be supervised and/or accompanied for the duration of their visit, including visits to the toilet.

The attention of all visitors is drawn to the School's fire emergency procedures and safeguarding policy on arrival.

In the event of an emergency evacuation visitors are accompanied to the front of school - this is the fire assembly point for all visitors – here they will be checked off the register by Reception staff. The member of staff can then continue to fulfil any other responsibilities they may have with regard to the emergency.

When meetings are held with large numbers of external visitors, a list of names is kept at Reception and the same policy applies.

Blue Lanyards

A blue staff lanyard with photo ID indicates that the wearer is a contracted member of staff in regulated activity subject to all necessary checks including DBS and has an entry on the Single Central Register. Contracted staff do not need to be supervised and accompanied on site.

Yellow Lanyards

Regular volunteers will sign the register at Reception on arrival to school and be given a yellow lanyard. They will be familiar with the school's fire emergency procedures and safeguarding policy. Should an emergency arise, volunteers will make their way to the fire assembly point at the front of the school, where they will be checked off the register by Reception staff.

Anyone wearing a yellow lanyard will be a non-contracted volunteer in regulated activity, subject to all necessary checks including DBS and has an entry on the Single Central Register.

Anyone wearing a yellow lanyard does not need to be accompanied during their visit.

Pink Lanyards

Visitors to the Parent and Child and Gentle Beginnings groups will sign the register at Reception on arrival, and be given a pink Parent and Child lanyard. They will be collected by the Parent and Child Leader and accompanied to the room.

Their attention will be drawn to the School's emergency evacuation procedures and safeguarding policy on arrival.

In the event of an emergency evacuation visitors are accompanied, by their group leader, to the front of school - this is the fire assembly point for all visitors – here they will be checked off the register by Reception staff. The group leader can then continue to fulfil any other responsibilities they may have with regard to the emergency.

For the duration of their group they are under the supervision of the group leader (blue lanyard staff member in regulated activity) and the Reception staff, who will ensure they are only moving along the bottom corridor or using the toilet facilities.

All staff know to question any pink lanyard wearer who is not in the correct area of school.

Purple Lanyards

A purple Trustee lanyard with photo ID indicates that the wearer is a Trustee in regulated activity subject to all necessary checks, including DBS, and has an entry on the Single Central Register. Trustees do not need to be supervised and accompanied on site.

EDUCATIONAL AND PASTORAL VISITORS

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

TRAINING

As part of their Induction all new staff are informed about the procedure for booking in visitors and escorting them around school. Members of staff are reminded, from time to time, usually in briefing, of the necessity of challenging strangers, and of reporting concerns.

CONTROL OF EVENTS ORGANISED BY EXTERNAL PROVIDERS AND/OR OUTSIDE OF NORMAL HOURS

A number of groups use our facilities outside school hours, at weekends and in the holidays, for example use of the Eurythmy Room and Gym. We regulate their use by hire agreements that cover practical matters such as: hours of usage, payment (where applicable), insurance and security.

All group leaders must hold their own public liability insurance, have completed a risk assessment and, if working with children, they have been issued with a copy of Keeping Children Safe During Community Activities, After School Clubs and Tuition and are expected to follow the guidance therein. If YSS receives allegations about staff using their premises for activities for children they will follow their own safeguarding policy and procedures including contacting the LADO.

Events organised by Steiner parents are attended by at least one parent or member of staff who has had an enhanced DBS check carried out by the school. Most other events organised by the School which take place outside of normal hours, for example Language and Art classes held in the evening, are attended by at least one member of staff.

Any such event is subject to risk assessment and group leaders are responsible for ensuring safe entry to and from the building by participants that does not compromise the safety of the school community. This is considered when carrying out the risk assessment.