Hampton Court House

# Visitors Policy

**(Including the supervision of ancillary, contract and “unchecked” staff)**

**Last Updated: March 2026**

**Next Review: March 2027**

***Reviewed by ACB***

## Policy Statement

Hampton Court House (HCH) provides a safe and secure environment in which students can live and learn. External visitors and unchecked staff will not be left unsupervised within the school buildings or grounds and will be made fully aware of all relevant policies and procedures in force at the time. All reasonable measures will be taken to ensure that the grounds and buildings are secure and that access by unauthorised personnel is prevented and deterred.

## Arrival Procedure for all visitors

1. All visitors are required to enter Hampton Court House School through the Main entrances, regardless of time of arrival. Reception is manned between the hours of 8.00am – 5.00pm Monday - Friday, except during the school holidays. Visitors should only be let on to the school campus if security staff are comfortable that the visitor is here for legitimate purposes. Staff should be completely satisfied before letting visitors into school.

2. Visitors to HCH should make prior arrangements to visit and entered onto the Inventry system, so that staff are aware of the purpose and details of the visit. If satisfactory, visitors will be signed in on arrival and be issued with a visitors badge from the Inventry system.

3. The receiving party (as appropriate) should be informed of visitors' arrival. Visitors should be accompanied at all times when moving around school.

4. Staff should be aware of all visitors to the school and to the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed over to them.

5. Reception and/or security staff are therefore required to establish the name and purpose of all visitors to the school. Proof of identity will be requested where visitors are unknown to staff. Official I.D. cards must always be checked for visitors from agencies or authorities.

6. All visitors are required to be 'signed in' at the gatehouse using the electronic system which will act as a fire register in the event of a fire alarm. Visitors should complete the register, stating their name, their organisation, who they are visiting, their vehicle registration and the date/time. When the visit has ended the visitor should sign out at the gatehouse at the time of leaving. Visitor badges and lanyards should be worn at all times during the visit and handed back in to security when signing out.

7. Visitors are given a copy of the safeguarding leaflet to read upon entry to the school. This contains information about the procedures, code of conduct, e-safety (including use of mobile phones) and what to do if visitors have concerns about a child or a child makes a disclosure. It also includes information about fire procedures, accidents and illness and background checks.

8. Regular contractors at the school who fall under the definition of regulated activity may already have relevant safeguarding checks in place and are able to walk around the campus unsupervised. These visitors are clearly identified in the schools approved visitors record and may be issued with a purple visitors' lanyard once signed in. These visitors must sign into and out of the school as normal.

9. Any 'unchecked' staff, for example repair or maintenance contractors and ancillary staff will be supervised and not left alone with children. They should be given clear instructions about what to do if an unsupervised child or children enters the area where they are working. They must also be told about the importance of ensuring the security of any tools, equipment or substances they are using. They must also be informed as to what to do in the event of a fire alarm. (See Appendix A)

10. Occasionally, the school will require supply staff who will cover in the main part of the school. Staff will only be selected based on their references and full DBS check. Any new supply staff will be provided with a briefing session by our Vice Principals, or Principal.

11. The Principal may refuse entry to, or instruct to leave, any visitor who does not have a statutory right to be on the premises and whose presence is considered unreasonable, unnecessary and/or disruptive.

## Identifying Visitors

12. All checked adults on site should wear the appropriate coloured lanyard, visibly, at all times. Children are taught to recognise these lanyards in assemblies. ALL individuals should challenge anyone not wearing a lanyard even if they are known to them. The Lanyards are colour coded as follows:

## Staff of Hampton Court House School

13. All staff wear a PINK lanyard with their ID badge; this denotes that they are an employee of the school and all necessary vetting has been completed. These staff are free to move about the school




Hampton Court House School Contracted Staff

14. All staff wear a Navy lanyard with their ID badge; this denotes that they are an approved contractor working with the school to deliver the curriculum and all necessary vetting has been completed. These staff are free to move about the school.




## Regular Visitors that are Vetted

15. Individuals who regularly attend the school who have undergone necessary checks may be issued with a purple lanyard and visitors badge at reception. These should be returned to reception at the end of each visit.



## General Visitors

16. The majority of visitors to school will be one off, visiting speakers, prospective parents or other workers as such it is neither appropriate nor feasible to complete vetting for them. These visitors will not be issued with a lanyard, they are denoted by their visitors badge (A sticker produced by the Inventry system) These visitors should wear the badge on their outer layer of clothing and must be supervised at all times whilst on site even if they are known to staff.

## Booking a Visitor

17. If a member of staff is expecting a visitor, they should book the visitor in advance using www.Inventrybooking.co.uk this will enable a much smoother experience for the visitor and reduce wait times at the gatehouse. Additionally, the staff member will automatically receive an email when the visitor arrives. (See appendix B)

## Inappropriate Conduct

18. If a person arrives at the school apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission. The Vice Principal Pastoral, or Principal should be contacted as soon as practicable. The Police should be informed if the situation becomes threatening. In these circumstances, the matter must be referred to a member of the Senior Leadership Team.

18. If any inappropriate behaviour is reported this should be given immediately to the Principal or Vice Principal Pastoral (DSL), this will be dealt with using the appropriate measures to ensure that all pupils are kept safe.

19. If a young person is affected, their parent/carer (and Social Worker if appropriate) should also be informed at the earliest opportunity. The same principles apply if a visitor becomes abusive, disruptive or threatening whilst on the premises.

## VISITING SPEAKERS

20. The “Prevent” statutory guidance (Prevent duty guidance: Guidance for specified authorities in England and Wales, HM Government, 2023) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

21. Outside speakers are cared for in terms of their safety and comfort on site and they are given constant supervision around the students as individuals who have not been DBS checked.

## Choice and invitation of speakers

22. Outside speakers will be invited into the school to provide talks that are of benefit to students. These talks cover a wide variety of issues and information: careers, politics, current affairs and well-being issues such as drugs and nutrition etc. Other visiting speakers occasionally give talks to the students in the lower years, for example on sex education and sexual health, under the PSHE heading.

23. External speakers also offer a chance to add context and address issues important to British Values such as democracy, the rule of law, racism etc and to widen the students’ general knowledge. Speakers are ‘vetted’ in the sense that they are known to be experts in a particular topic or role, with professional credentials, qualifications or experience. Extensive research including the internet and speaking to event organisers at other schools will be carried out if the speaker is an individual who is not known to us or is from an unfamiliar organisation.

24. We rarely, if ever, take speakers who approach us who are not known to us. Speakers are often from a well-known organisation, a business, a charity or a pressure group. They may be recommended by other schools/colleagues/contacts who know them or know of them and their work. Sometimes invited speakers are known to us as the parents of students or past students here, or they may be friends or relatives of students or staff. They may also be past students themselves.

25. The Principal or Vice Principal Pastoral will be in close contact with speakers before they come in. If the speaker is less well known to us, they will discuss, through emails or phone conversations, the content of the talk to be given, to establish that this is suitable and helpful for the students. Guidance will be given on the format, nature and content of the presentation if this seems appropriate and, on the nature, and expectations of the students.

26. Students are given the opportunity in Form groups to suggest speakers or topics that they would like covered. Every effort is made to try to meet these requests.

## Speakers on site

27. The identity of the speakers will be checked on arrival, and they will be asked to sign into the school using InVentry. They will be told the location of the fire exits and whether a fire drill is planned. If relevant, they will be advised of any health precautions in place at the time such as hand-sanitising, masks and social distancing. They will wait at the front gate until they can be taken to the place where the talk is to be given. They will be given a visitor's lanyard.

28. The speaker will then be escorted by a member of staff from the front gate area to the location of the talk, usually the Main Hall. There they will be helped to set up a PowerPoint etc and given anything else they require.

29. At no point will the speaker be left alone with students.

30. The students will be brought into the hall or classroom with a member of staff present at all times. The talk will be attended by at least one member of staff so that its content, suitability and the response of the students can be monitored at all times. School staff in attendance have the right to stop the talk or change its direction at any time, should it seem to be inappropriate to the needs and age of the students.

31. At the end of the talk, the speaker will be taken to the front gate to sign out and then escorted off the school premises so that, as before, they are supervised at all times.

## Site Security

31. All external entrances to the buildings are secured with coded locks. CCTV is in operation externally across the HCH site. The security / porter team are responsible for checking the condition of the site boundaries and buildings daily, reporting any concerns to the Senior Vice Principal immediately and taking remedial action where possible to make it safe and secure. Any intruders must be reported to the police, and all breaches of security must be reported to the Principal immediately on his emergency contact number.

# Appendix A – Contractors and ancillary staff

safety rules (to be read by all)

Hampton Court House operates the highest standards of behaviour in school, therefore when you are working at the school it is important that you follow our procedures and guidelines.

● After signing in at the front gate, please wait for whomever you are scheduled to meet, to come and pick you up, and take you to where you will be working.

● Please ensure that your visitor's sticker or purple lanyard is clearly displayed at all times.

● Please do not take offence if you are challenged by a member of staff who does not know you. You should always be accompanied by a member of staff when you are on the premises.

● The fire alarm is a long, continuous siren. In the event of a fire alarm, please evacuate the building as quickly and quietly as you can, by following the green fire exit signs and go to the Assembly Area on the lawn in front of the school's main building.

● The Lockdown Alarm is an alternating 2 seconds on 2 seconds off siren. In the event of a Lockdown alarm, please make yourself known to the nearest teacher and secure yourself in the classroom. Remain silent and await for the all clear signal.

● Please do not attempt to cap or otherwise disable any part of our fire detection system. If it is unavoidable, please discuss the matter with the Head of Estates so that any such arrangement can be removed once works that could set off the detector have been completed.

● If a child/young person approaches you whilst you are working in the school, please do not get into a long conversation.

● It is important that the tools, equipment or substances you may be using are supervised by you during their use and are kept safe and locked away when you no longer need them. Also ensure all vehicles are locked securely.

● Smoking, consuming alcohol, drugs, intoxicants or other illegal substances on the premises is expressly forbidden.

● HCH has an Asbestos Survey which has been provided to you with this form. You must refer to this prior to commencing work and satisfy yourself that you are working in a clear area.

**I have read, understood and will comply with these instructions.**

Company Name: .....

Signature: .....

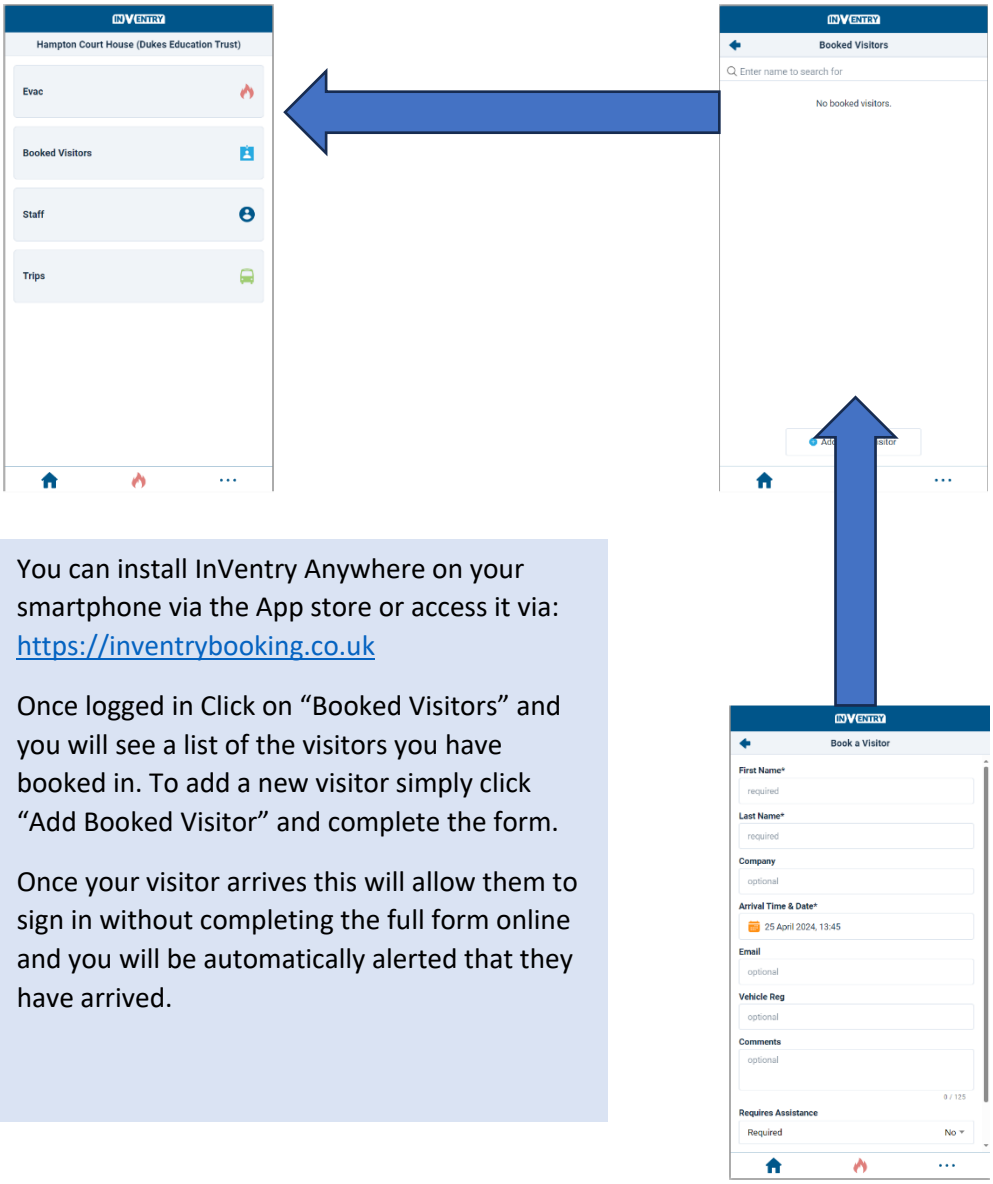
Print: .....

Designated Person from HCH: .....

Date: .....

HAMPTON COURT HOUSE IS A NON-SMOKING SITE.

# Appendix B – Guide to booking visitors on InVentry Anywhere




You can install InVentry Anywhere on your smartphone via the App store or access it via: https://inventrybooking.co.uk

Once logged in Click on “Booked Visitors” and you will see a list of the visitors you have booked in. To add a new visitor simply click “Add Booked Visitor” and complete the form.

Once your visitor arrives this will allow them to sign in without completing the full form online and you will be automatically alerted that they have arrived.