



RIKKYO SCHOOL

ACCESS BY PEOPLE OUTSIDE OF THE SCHOOL

This policy applies to the whole school

The Policy is available to the school staff on the 'Staff Share'

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headmaster. The Board of Trustees will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Signed:

Dr T Okano
Dr T Okano
Headmaster

Mr. J Sugiyama
Mr J Sugiyama
Chairman

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Policy Statement: At Rikkyo School, we recognise the benefits of an open and friendly relationship with all members of the community. In practice, this means creating and maintaining a welcoming atmosphere. At the same time, we recognise the importance of maintaining a safe, healthy, and secure environment for all those children and adults connected with the school.

Our visitors' policy aims to provide key information regarding access for individuals who are not members of the school community. This includes, but is not restricted to, contractors, visiting speakers, and visitors to the school. Rikkyo School has in place a clear protocol and procedure for the admittance of external visitors which is understood by all staff, the Board of Governors, visitors and parents, and conforms to the School Safeguarding (Child Protection) Policy and procedures. This protocol is designed to ensure for all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The School has a legal duty of care for the health, security and wellbeing of all student and staff, inclusive of the duty to safeguard all students from any forms of harm, abuse or nuisance. It is the responsibility of the Board of Governors and Senior Leadership Team to ensure that this duty remains uncompromised at all times.

In performing this duty, the school recognises that there must be no complacency where child protection and safeguarding are concerned. Therefore, all visitors are required to comply with the following policy and procedures. Failure to do so may result in the visitor being escorted off the school site.

The policy is also in place to protect the school's equipment, and the personal possessions of the school community. Whilst certain

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staff have specific duties in relation to health, safety and welfare, all staff have a personal responsibility for the safety and security of themselves, and of students, colleagues, and visitors. The School premises are private property; however, parents of enrolled student have an 'implied license' to access the School premises at specified times but are required to sign in with the school.

At times we are able to utilise visitors to the school as an educational resource. We value their contribution and welcome the opportunity to draw upon the wider community and to benefit from the unique contributions that can be made to the knowledge, understanding and experience of our pupils. When large numbers of visitors are at the school for meetings, concerts and other major events, brief announcements are made advising them of the location of emergency exits and assembly point that is to be used in the event of fire alarms sounding.

However, difficulties may arise with visitors who are not accustomed to schools and in order to match expectations for the purpose of compliance, it is necessary to follow the guidelines in this policy. For this reason, the school's rules apply to all those working at Rikkyo School and all those visiting. For the purposes of this Policy, we define visitors as being all those on the school site who are not regularly based or employed by the School. CCTV is in place at the entry points and inside the school (without being intrusive). Police alerts regarding 'access control', when advised to the school, are circulated immediately to all staff by email.

Disabled Visitors: It is suggested that visitors who are disabled let the school know in advance if they require any special arrangements. School staff will do their best to make sure that the visit is as comprehensive as possible, within constraints imposed by the topography and buildings. There is full disabled access to the ground floor of the school.

Unknown/Uninvited Visitors: Any visitor who is not wearing a visitor's lanyard, or whose lanyard is not visible, should be challenged politely to enquire after their identity and their business within the school. Should a visitor fail to answer satisfactorily and/or produce a visitor's lanyard, the nearest member of staff is to be notified, and must contact the school office as a matter of priority. The unknown visitor should then be escorted off the premises.

In the event that an unknown/uninvited visitor refuses to comply, the school office should be contacted, and the above procedure applies. In addition, the Designated Safeguarding Lead (DSL) must be informed immediately and decide whether or not it is necessary to inform the police. If an unknown/uninvited visitor becomes aggressive or abusive, then the above procedures apply, and police assistance is to be called for immediately.

Access to the Main School Building: Visitors are managed and supervised at all times when on school premises. Procedures are in place at Rikkyo School to ensure that 'unchecked' adults do not have unsupervised access to pupils. Visitors who regularly help in School are subject to an enhanced DBS.

The Senior Management Team is to ensure that necessary supervision is in place for such visitors, who should be authorised (and properly 'lanyarded') on arrival. Parents and guardians are expected to make themselves known to the member of staff on duty and say goodbye on departure. The school reserves the right to remove any person whose presence constitutes a risk to the safety or well-being of any member of the School community.

All Visitors are to sign in and are issued with a visitor's lanyard: Visitors and contractors are required to produce two forms of identity, one of which must be photographic (unless identified by a member of staff). All visitors must make clear the purpose of their visit, and who they are visiting. Visitors are required to sign in with Reception. Visitors are to be accompanied by members of staff and advised of the school's emergency evacuation procedure (see policy on fire safety) and the way to the assembly point. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out (and return their lanyards) on leaving.

Therefore, any visitor permitted to enter the school is managed and supervised at all times, and this is ensured by the Senior Management Team. Any visitor who breaches the rules may be escorted from the premises. Visitors are provided with a visitor's lanyard which is to be worn visibly at all times. Visitors will not be left alone with students at any time. To comply with our Safeguarding, Health and Safety and Fire regulation policies it is essential that ALL ADULT VISITORS report to the office on arrival in order that they can be signed in and issued with a visitor's lanyard. Students and staff are instructed not to bring people onto the site without first having asked them to report to the office.

The signing in system provides us with a robust means of identifying and locating any visitors who may still be on the premises in the

event of a fire evacuation. The visitor's lanyards also provide a visible way for staff to identify and challenge any strangers not wearing a pass as to their purpose of being in the building and request that they either report back to the office to be signed in, or request assistance from other staff members if it is felt they pose a threat. (Please note that children visiting the premises are always escorted, and will be signed in by their escort, but will not be required to wear a pass.)

Visitors are to be notified if the school is expecting a fire alarm and verbally informed of where the fire assembly muster point is.

Parents and Carers: If parents or carers visit the school site, they are required to sign in like any other visitor and are issued with visitor's lanyards.

Visiting Speakers and Contractors Policy (Procedures and Protocols) in compliance with the Prevent Duty Guidance (currently in force): The purpose of this policy is to set out the School's legal obligations with regard to Visiting Speakers and the standards of behaviour required of them. Along with the School's wider safeguarding obligations, the School policy has regard to the Government's Revised Prevent Duty guidance: for England and Wales: HM Government: updated 1st April 2021 as amended and currently in force guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) which requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or student, are suitable and appropriately supervised.

All visiting speakers are subject to Safer Recruitment checks, which will likely to be recorded on the School's Single Central Record (SCR) as well as appropriate internet searches. (Please see our Safer Recruitment Policy for more details). When a visiting speaker visits the School, they are required to provide two forms of ID (one of which needs to be photographic) and are asked to sign in with Security. Speakers are issued with a photographic ID card and visiting speakers will have to sign in with the office and will be supervised throughout their visit. If a visiting speaker is in a regulated activity, such as giving a talk in a lesson, then a barred list check will be made for this purpose. The visitor's full name and date of birth is required.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

On arrival to site, the Visiting Speaker must be given the school's safeguarding leaflet to read.

Rikkyo School sets out, as follows, clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised. The school follows the government advice and trusted resources for schools to safeguard students from radicalisation, build resilience to all types of extremism and promote shared values. (For more information, please refer to [EducateAgainstHate](#)) Speakers enrich our students' experience, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the School and students greatly appreciate the time and effort that Visiting Speakers put into their presentations. Therefore, school's protocols are as follows:

- The formal invitation requires a clear outline by the speaker of their presentation in advance for approval by the school. The speaker is also required to provide a written biography of themselves
- The formal agreement outlining the school's commitment to equality and British Values is to be signed by the Visiting Speaker. This agreement also makes clear that a presentation will be brought to an early end if the content proves unsuitable
- The Visiting Speaker will be informed, in writing, that School staff will be present during the visit including a member of the Senior Leadership Team (SLT) who will monitor the speech to ensure it aligns with the values and ethos of the School and British values
- The Visiting Speaker will also be informed, in writing, that there must be no attempt to raise funds without the prior written permission of the SMT
- All visiting speakers must sign in with reception
- The organiser must undertake due diligence, inclusive of suitability and background checks on the speaker and any organisation they represent, a biographical internet search and of any organisation they represent. The findings are to be submitted to the School Designated Safeguarding Lead (DSL) and SMT
- The Organiser must send a copy of [Rikkyo School Visiting Speakers Policy](#) to the speaker well in advance of their visit.
- The member of staff responsible for the invitation must inform the Visiting Speaker that any presentation/material etc. must be sent, for scrutiny, to the organiser in advance.
- Staff must refuse to allow people/organisations to use School premises if they have links to extreme groups or movements.

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Justification of the School's decision will be provided to the person/organisation in writing.

- A formal register of all visiting speakers will be kept by the school. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visitors to provide photo ID upon arrival at School. Security and the organiser must check this and verify the Speaker's identity.
- Visiting speakers are to be risk assessed and be accompanied at all times and are not to be left unsupervised with student at any point.

In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, the School will interrupt and/or stop a presentation.

The organiser will conduct a post-event evaluation of how the visit met the needs of our students with an opportunity for feedback from staff and noting any contentious subject areas or comments. This will assist when making decisions about whether to invite the speaker back for future events.

Contractors and Maintenance Policy: The School safer recruitment procedure is applied to contractors and any external maintenance. However, if there is an emergency situation necessitating the work of an outside contractor, and the usual contractor cannot be obtained, then the visitor procedure applies. All contractors are subject to Safer Recruitment checks which may include recording on the School's Single Central Record. Please see our Safer Recruitment Policy for more details. When a contractor visits the School, they are required to provide two forms of ID (one of which needs to be photographic) and required to sign in with reception. Contractors are issued with a visitor's lanyard. Contractors will be supervised throughout their visit.

The definition of a contractor is broad and could be a person working in a regulated activity, such as a peripatetic music teacher, an external catering contractor, or a sports coach. Employees of contractors who are working in the school on a long-term basis (eg. caterers, peripatetic music staff, sports contractors/coaches) are required to meet the criteria for the School's Safer Recruitment Policy, inclusive of an enhanced DBS check (child workforce). **These contractors are subject to the same checks as School staff, with written confirmation supplied by the employing organisation, as with directly employed employees. The school on each and every occasion checks their identity upon arrival to work on the school site.** Contractors who are to be alone with students require an Enhanced DBS Child Workforce (Unsupervised) and if not in the DBS Update System, then an additional Barred List Check is made on their arrival. If the visitor is here on two or more occasions per term and is to be alone in a regulated activity with students, then they are to be entered on the Single Central Record (SCR).

There is a list of approved contractors available in the school's management system. In order for a contractor to appear on this list, the school must have received prior confirmation that a DBS check has been performed. The following process applies to contractors:

- Only contractors on the List of Approved Contractors are to be admitted to the school.
- Photographic identity is to be presented on arrival, and the individual is to sign in using the InVentry system
- Employees of contractors are to present themselves to reception
- Upon arrival, their photographic identification will be checked and they will be issued with a visitor's lanyard
- If it is an emergency visit e.g. burst water pipe or electrical fault, and a contractor from the approved list is not available, and an alternative is not sort, the individuals must have their identification checked and be under close supervision at all times, with a risk assessment in place
- All contractors are made aware of the School Fire procedures and informed of the School's DSL should they have a safeguarding concern.
- Contractors on the premises during the timetabled day are directly supervised and a risk assessment is in place

Where a contractor is providing maintenance to the school, the contractor must ensure that the individuals involved are subject to an enhanced DBS check. Where employees of contractors are occasional or temporary (in the case of a maintenance emergency) then it may not be possible for them to be DBS checked. In these circumstances, before the individual begins his/her employment, a full Safeguarding Risk Assessment will be carried out by the SLT that will include being supervised at all times. It is the responsibility of the person bringing the contractor into School to arrange for adequate supervision. The use of employees of contractors who have not been DBS checked is reserved for emergency maintenance/health and safety issues that must be immediately resolved.

Volunteers: Volunteers at Rikkyo School are subject to Safer Recruitment checks which include an enhanced DBS check (inclusive of Child Workforce) and recorded on the school's SCR. When a volunteer visits the school, they are required to provide two forms of ID
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(one of which needs to be photographic) and must sign in with reception. Volunteers are issued with a visitor's lanyard. Volunteers will be supervised throughout their visit unless they have met the full SCR requirements and are authorised to have access to students without supervision.

We ask our staff to challenge any adult within the school site who are not wearing a visitor's lanyard. Smoking is strictly prohibited at any time and anywhere on the school site. This applies to those hiring the premises and to those working with other site users. In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff whom they are visiting. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure, a copy of which is posted in each room.

Promoting a Culture of Safety

Staff Induction: New staff receive a briefing on security and workplace safety when they join the school. Whilst all staff receive training in child protection, for teachers, pastoral care and boarding staff, the training is at level 2.

Safeguarding property: Staff are required to follow an agreed procedure for taking equipment, such as laptops, off the site, and for returning them. Briefings also cover:

- Arrangements for late and working alone.
- The procedure for booking in and escorting visitors.
- The value of being curious about strangers and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic and other staff are trained in keeping pupils safe (see policy on induction of staff in Child Protection).

Related documents include:

- Safeguarding (Child Protection) Policy
- Risk Assessment (Access to Risky Areas)
- Online Safety (Inclusive of Cyber Bullying, Acceptable Use and Social Media)
- Critical Incident Management Plan (CIMP) (Inclusive of lockdown)
- HR Staff Employment Policy
- Data Protection Policy

Appropriate training is given to Administrative, Caretaking and Maintenance staff.

Pupils: Our Personal, Social, Health and Economic Education (PSHEE) programme and tutor discussions are central to promoting awareness of safety amongst all age groups. The local Police Community Safety Officer is available to provide advice and has been used periodically in this capacity by the school. This programme is linked with our PSHEE programmes on anti-bullying, drugs, and the safe use of ICT, mobile phones and other electronic devices.

School Events

- During School events, all rooms except those required will be locked.
- Unless needed for the event, all equipment will be securely stored away.

The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned. This policy has due regard to legislation and national guidance including, but not limited to, the following:

- returned.
- The event organiser will carry out an extensive risk assessment for each event.
- During off-site events, the school premises will be secured.
- Individual staff members will not be left alone on the school premises with a parent or visitor. Where necessary, a lone worker risk assessment will be carried out.

Covid-19 Addendum (if in force at the time of the visit)

- The organiser must also assess and consider any risks involved in any activities being carried out by the Visiting Speaker, to ensure that they are Covid safe, and must send the Visiting Speaker a copy of the [school Covid 19 visitor protocol](#).



Visitors Information Sheet

Health and Safety: Nothing is more important than safety. Every task must be performed with safety in mind. Rikkyo School aims to provide a safe and healthy working environment. If you have any suggestions that might help in this process, please contact the school office.

First aid: For all First Aid requirements please contact the school office. Please give the extent of the injury and the location of the person or persons. **All accidents and near misses must be reported to the School Office.**

Arrival on site: On arrival you will be asked to sign in with reception and you will be given a Visitors' lanyard.

- You are required to wear your visitor's lanyard **AT ALL TIMES**
- When departing from the site you will be required to sign out from reception.

Fire Safety, on discovering a fire:

- Sound the alarm by breaking the glass at one of the call points clearly displayed in red fire boxes. These are located throughout the school and there is a call point next to the main door.
- Evacuate the building from the nearest available exit and go to the muster point on the car park
- Report to the SLT stating the type and location of the fire.

On hearing the fire alarm:

- Immediately when the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you (the nearest escape route is displayed in every room)
- Do not run or panic
- Go to the evacuation point
- Report to the Fire Officer at evacuation point to be checked against the Visitors' log.
- Do not return to the building until you are instructed that you may do so.

Disabled Visitors: If you are disabled and feel that you may require assistance during an evacuation of the building, please advise the staff when you check in. Arrangements can be made to assist with your evacuation.

Smoking: The School operates a strict non-smoking policy throughout all school buildings.

Photographs: Visitors to the School should not use cameras, including a mobile phone camera, to photograph children other than their own. Please see our Online Safety Policy for more details.

Bomb Warnings and Threats

- In the event of a decision to evacuate the building as a result of a bomb threat, the fire alarm will be sounded as normal.
- Immediately evacuate the building by the nearest exit ensuring doors are closed behind you.
- Go to the evacuation point
- Report to the Administrator at the evacuation point to be checked against the register.
- Do not return to the building until you are instructed that you may do so.

Security

- Visitors must accept responsibility for the security of their own property.
- Please keep briefcases, laptops and bags etc. with you at all times whilst on site. Also keep personal belongings and paperwork safe.
- Rikkyo School will not be held responsible for the loss of visitors' personal property

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