

**Collège Français Bilingue de Londres**  
**("CFBL" or the "School")**

**Visitors' Policy**

Authorised by:	The Board of Governors of CFBL
Last review:	WR 18 December 2023
Next review:	December 2024
Circulation:	Governors/Staff/Parents/Volunteers and Visitors: on request School Website

Policy Statement

The Governing Body and CFBL staff assure all visitors a warm, friendly and professional welcome to CFBL, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor(s) being escorted from the school site.

Policy Responsibility

The Head, Deputies to the Head / Designated Safeguarding Leads (DSLs) and the Head of Finance and Administration are responsible for the implementation, coordination and review of this policy. All breaches of this procedure must be reported to them.

Aims and objectives

To safeguard all children during both school hours and extra-curricular activities which are arranged by the School.

To have in place a clear protocol and procedure for the admittance of external visitors to the school that is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The School is deemed to have control and responsibility for its pupils anywhere on the School site (i.e. within the School boundary fence) during normal School hours, during after School activities and on School organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the School
- All external visitors entering the School site during the school day or for after school activities (including peripatetic tutors, volunteers, and topic related visitors)

- All governors of the School
- All parents and volunteers
- All pupils
- Other education related personnel (Inspectors)
- Building, maintenance and all other independent contractors visiting the School premises

## Protocol and Procedures

### *Visitors to the School*

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

- All visitors must report to reception first via the Visitors' entrance at 87 Holmes Rd, where appropriate arrangements for the signing in and out and identity badges will be provided.
- The receptionist will contact the relevant staff member who must notify the receptionist in advance of the expected visit. For planned appointments, staff are requested to provide the receptionist in advance with the name of their visitors.
- All visitors should be ready to produce formal identification upon request.
- All visitors must sign the electronic Visitors Log Book which is kept in reception at all times, making a note of their name, their organisation and who they are visiting. Visitors will be invited to read the Visitors information page, a copy of which is annexed to this policy.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. A green lanyard will be given to visitors who have produced a current DBS certificate and photo identification or who are on the Approved Visitors List. A red lanyard will be given to all other visitors. CFBL staff wear blue lanyards. **Visitors with red lanyards must be accompanied around the school at all times.**
- Visitors with red lanyards must be collected by the member of staff they are meeting and escorted back to reception once their meeting concludes. The staff 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 Visitors List (Green Lanyard).
- Red lanyards must be returned to reception when the visitor leaves the premises. Green lanyards must also be returned to reception when the visitor leaves, unless a different arrangement has been agreed with CFBL. All visitors must sign out in the electronic Visitors Log Book.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire;
- All visitors shall be made aware of the school's emergency procedures, including evacuation points.

### *Parents of pupils in Petite and Moyenne Sections de Maternelle*

Parents of pupils in PSM and MSMS are permitted to enter the school via the PSM/MSM entrance and exit gate on Cathcart street to drop off their child in the morning and to collect their child in the afternoon without signing in as a visitor and collecting a lanyard but they must remain in the visit of the PSM/MSM classrooms and they may not go to any other part of the school. Any parent, guardian, or nanny who is not known to the PSM/MSM staff, should be ready to produce formal identification upon request.

### *Approved Visitors List*

CFBL holds an "approved visitors" list for people who frequently visit the school site (such as regular contractors, supply staff, committee members of the Parents Associations, cleaners, caterers and governors).

To qualify for this list the person must have demonstrated that:

- They have a current clear enhanced DBS check that has been authenticated by CFBL's HR staff
- Visitors on the Approved List should follow the same procedures on entry to the premises (i.e. come to reception and sign in and out of the visitors' book). They must return their green lanyard to the receptionist when they leave the building, unless a different arrangement has been agreed by CFBL.
- A copy of the Approved Visitors list must be kept in reception at all times.

#### *Unknown/Uninvited Visitors to the School*

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff to enquire who they are and their business on the school site and who they are meeting.

This is the responsibility of every member of staff as part of the school safeguarding policy. They should then be escorted to reception to sign the visitors' log 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 Headteacher or the Deputy to the Head or the DAF should be informed promptly.

#### *Visiting Speakers*

For visiting speakers, the procedure in the CFBL Child Protection and Safeguarding Policy also applies.

#### *Staff Development*

As part of their induction, new staff will be made conversant with this policy and asked to ensure compliance with its procedures at all times.

#### *Linked policies*

This policy and procedures should be read in conjunction with other related school policies, including:

- Health and Safety
- Child Protection and Safeguarding

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This policy was last reviewed in December 2023.

## **Appendix**

### **Information page of the Visitor Management System**

#### **Before visiting our premises please agree to our visitors' policy.**

- Please take the time to read carefully the Information for visitors leaflet available at reception (published next to the Visitors Management System and also available from the receptionist). If you have any questions, our receptionist will be happy to assist you. This leaflet forms an integral part of your agreement.
- Our School is committed to safeguarding and promoting the welfare and safety of children and young people.
- Entrance beyond the reception area of the building is strictly prohibited to any other persons other than School employees and authorised visitors.
- Authorised visitors and contractors are required to have an appointment with a specific individual. The visitor must sign in at the designated area and receive a visitor's pass.
- Representatives will be seen strictly by appointment only.
- The employee sanctioning after hours visits will be responsible for allowing the visitor access to the building. The responsibility for the visitor rests with the employee sanctioning the visit and rules applying to visitors are to be enforced by the employee.
- The visitor agrees to the Health, Safety and Safeguarding policies of our School.
- The visitor is required to observe the fire evacuation procedure which is located in the reception area.
- You are responsible for your own health and safety while you are on Collège Français Bilingue de Londres premises.



*Please take time to read this notice carefully and if you have any questions, our receptionist will be happy to assist you.*

### **SAFEGUARDING**

*The protection of our children is the responsibility of everyone at Collège Français Bilingue de Londres. It is a key priority that all adults who work with our students understand the requirements of child protection and promote the welfare of our children and young people. Our aim is to provide a safe environment for children and young people and the adults who work with them.*

*Visitors should ensure that any interactions with children and young people are in open, observable places and take place in the presence of a member of staff. Visitors should never put themselves in a position whereby their actions could be misinterpreted, for their own protection as well as that of our students.*

*Visitors should not enter into contact with any student after having visited the school, including through emails and social networking sites. No photographs are to be taken without permission from the Head of School, including any with children in the background. If you need to use the toilet, please use only the adult facilities.*

### **SAFEGUARDING PROCEDURES**

*We ask that should you hear, see or read anything which troubles you about a child, please not to ignore it but to report to Reception and ask to speak to one of the school's Designated Safeguarding Leads who are:*

**David Gassian**

**Jean Saillard**

**Elodie Malard**

**Vincent Wiemann**

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### **FIRST AID**

*For all requirements, please contact reception. We have a fully stocked Health Centre and a qualified nurse that oversees our healthcare. All accidents and near misses must be reported to reception.*

## **FIRE ALARM**

All staff, students and occupants of the school's buildings must respond to alarm activations. The fire alarm is a continuous electronic siren.

- Keep calm and do not run; talk only if it is essential to do so.
- Staff will supervise the evacuation of students, staff, and visitors to the nearest designated assembly point.
- Once at the assembly point, speak to a member of staff so they can report that you are safe.
- Do not return to any building until instructed to do so.

## **DISCOVERING A FIRE**

- Sound the fire alarm by breaking the glass at the nearest call point.
- Evacuate the building from the nearest available exit.
- Speak to a member of staff who will direct you to the Fire Marshall in order to report the type of fire and its location.

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## **HEALTH AND SAFETY**

CFBL regards the promotion of Health and Safety to be of the utmost importance for everyone on its premises. We ask that you comply with all safety procedures whether written or brought to your attention by other means for the protection of yourself, those under your supervision and others who may be affected by your actions.

Should you have any concerns relating to any incident which had led, or could have led, to damage or injury, please report your concerns to a member of staff supervising your visit.

Alternatively, contact reception, and our receptionist will inform a senior member of staff.

## **SMOKING**

CFBL operates a non-smoking policy. Please do not smoke in the school grounds, buildings, or directly outside of the school entrances.

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## **SIGN-IN PROCEDURE**

All visitors must sign in at reception and be issued with a visitor badge, which must be worn and clearly visible at all times.

Please then wait in reception until collected by a member of staff. The member of staff will accompany you at all points during your visit.

When leaving, visitors must sign out at reception and return their visitor badge.

## **SECURITY**

Visitors must accept responsibility for the security of their own property. Please keep briefcases, laptops, and bags with you at all times while on site.

CFBL will not be held responsible for any loss of a visitor's personal property.