



FALINGE
PARK
HIGH
SCHOOL

Visitors Policy and procedure

Date July 2018

Document Control

Organisation	Falinge Park High School
Title	Visitors Policy and Procedure
Author	Paul Keppie & Elisabeth Baron
Filename	
Owner	PK/EB
Subject	Procedures for dealing with visitors to school
Review date	Sept 19

Revision History

Revision Date	Revisor	Previous Version	Description of Revision
18/9/17	E Baron		Designated Safeguarding Lead and Assistant Designated Safeguarding Lead amended in the policy
July 18	E Baron	Sept 17	Ensure information is accurate and reflects practice while following DfE guidance

Document Approvals

This document requires the following approvals:

Approval Sought From	Name	Date
SMT		6/1/15

Document Distribution

This document will be distributed to:

Individual/Group	Job Title/Group Type	Distribution Date
Admin staff/ Carillion		7/1/15
Staff Share		

Contents

School Visitors Policy

Procedure

POLICY

Visitors to school are the responsibility of all school staff or Engie Staff.

Visitors come into school for many reasons

- In a professional capacity to deal with pupils or staff directly.
- As parents or guardians.
- In a voluntary capacity to assist in the operation of the school.
- In connection with the maintenance of the buildings and grounds.

Every visitor to school will be received at the school reception.

Every visitor will be logged into the visitor data record system (Inventry).

Every visitor that school does not hold DBS information for or an agreement with the employer will be monitored whilst on the premises by being accompanied by a member of staff / site staff or other person DBS certified, during term time when pupils are likely to be present in school.

Ex staff or staff on maternity leave who wish to make a social visit should seek approval from the Headteacher in advance of the visit. They will be required to sign in as a visitor and follow the agreed visitor policy.

At the end of their engagement visitors will be logged out of school through the data record system (Inventry).

In the event of an emergency, visitors will be safely escorted to the school muster point where they should report to the administrator so that they can be accounted for on the visitor's log.

PROCEDURE

It is imperative that all visitors to school are received at the school reception. Deliveries are received by FM and the school kitchen. Drivers are admitted to site by reception who must inform the relevant staff who should then meet and take delivery. Delivery drivers should not be left unaccompanied while on the school site and if multiple trips to vehicles are needed they must be accompanied.

The school's physical layout ensures all persons using vehicles communicate with reception staff prior to gaining entry. Any visitor parking at the rear of the school must make their way to reception once parked. Staff admitting visitors to the rear car park should inform them to report to reception and monitor their arrival.

All visitors on foot are guided towards reception by the school's entry system

- During the normal working day

Once in reception all visitors will be logged onto the data entry system (Inventry). The person being visited will be automatically emailed informing them of their arrival, and where possible telephoned to confirm.

The visitor is photographed as part of the entry system and they are instructed to wear their ID at all times whilst on the premises.

Visitors that we do not have DBS information for are issued with a red lanyard and must be accompanied at all times

Visitors where school holds DBS information or letters confirming DBS undertaken by company on production of photographic ID are issued with a green lanyard and do not need to be escorted. e.g. LA, NHS,

It is all staff's responsibility to challenge visitors if not wearing a badge and if unaccompanied.

Visitors will be held in the reception area until their school representative arrives to collect them, or they are escorted to the school representative's office.

Visitors when booking in will be shown a copy of the visitor rules as displayed at reception. A copy of this is attached to this procedure.

When the visit is complete visitors will be logged out at reception and hand back their visitor's pass.

- Outside normal working hours

All visits in association with Engie Facilities Management based in the school will make arrangements for their access registry and escort.

Outside normal opening hours of the school business day, all visitors for events such as plays, publicity events concerts will be the responsibility of the staff running the event. Students should not be alone with visitors.

Parents' Evenings and Open Evenings, where parents / guardians accompany their children in school, such children whether pupils or prospective pupils will be the responsibility of the adults they accompany during their visit to school. This will apply should the visit be in or outside of normal school hours.

Because of the large numbers involved it is not feasible to register all such visitors in the visitor registration system.

- Sports Lettings

Sports lettings operate outside school hours and are centred in the Healthy Lifestyles Department or on the **3G Pitch** and **entrance is through** its dedicated external lettings entrance **into the changing rooms**.

These operate outside school hours and through holiday periods, they are ~~managed~~ facilitated by ~~school~~ Engie FM staff ~~or their representatives~~. Such lettings have no impact on the term time daily business of the school.

ALL VISITORS PLEASE NOTE

WELCOME TO OUR SCHOOL

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment ' .

The school is committed to treating all visitors with respect. We request all visitors treat our staff with the same respect.

The Designated Safeguarding Lead in school is Ms J Turrell and the Assistant Designated Safeguarding Lead is Mr S Ward.

Accessibility

If you have a disability or difficulties either in accessing the building or information please let a member of staff know.

Safeguarding Children

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

Health & Safety

Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty of care for the Health and Safety of yourself and others.

Classrooms

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Emergency

If the fire alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point.

Accidents

Any illness, or injury, accident or near miss must be reported to reception. School procedures must then be followed.

Smoking

It is against the law to smoke on school premises.

Property & Vehicles

The school accepts no responsibility for loss or damage to visitor's property or vehicles.