

## Visitor Policy

### Rationale

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm. We are a parent/ carer friendly site and we encourage and enjoy daily contact. We are very open to visitors and encourage this for the benefit of our school. This policy is carefully balanced to ensure our strong relationships with all visitors continue whilst adhering to current guidance for the benefit of our children.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities, in residential care, and on school organised (and supervised) off-site activities.

This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities
- Governors
- Trustees
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

There are 3 entrances and exits to the school.

- The Main Entrance Reception
- The Main Front Ramp Entrance
- The Childrens' Reception

Procedures:

The side gates to the school are open to allow for taxis to enter the site at the following times:

Dropping off=	8.45-9.15 am Mon to Fri
Picking up=	3.45-4 pm Mon to Thursday
	12.30-12.50 on a Friday

The Children's Reception is staffed and children, parents and carers are marked in and out. Parents/ carers are most welcome to bring their child into reception to discuss any issues with staff. The handover into school will then be facilitated by a member of staff. The gates are closed at all other times and the school can only be accessed via entrances 1 and 2 above.

At all other times Visitor's park in the front car park. Disabled bays should be respected for this purpose.

Before a visitor is invited to the school, the Head of School is informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Head of School or in his absence the Head of Care before a visitor is asked to come into school.

- Any special arrangements required by the Visitor(s) must be ascertained, where practicable, before arrival.
- Adequate supervision must be maintained while the Visitor is on site.
- Security arrangements must be adhered to when Visitors enter the building. Where a Visitor requests to enter an area where limitation of access arrangements apply (e.g. a class/dormitory), access must be authorised by a Senior Manager
- Senior Leaders have overall responsibility for Visitors who enter their areas of authority
- No Visitors will be accommodated overnight without the prior permission of the Head of School and Head of Care
- Formal Visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification and wear a visitor's badge.
- All Visitors enter the school building through the main door and report to the Main Entrance Reception. Wheel chair ramp access is available leading to the Main Front Ramp Entrance. A member of staff will escort all Visitors to the reception to sign in
- All Visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All Visitors are required to sign the Visitors Book which is kept in reception at all times
- All Visitors are required to wear an identification badge
- All Visitors are shown a copy of the Safeguarding/Child Protection Policy and accept its contents upon signing the Visitor's Book
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site and ensure supervision
- On departing, Visitors leave via reception and enter their departure time in the Visitors Book alongside their arrival entry
- Any visitors to residential houses must be logged in/ recorded in relevant documents kept in Head of Care's office.

#### Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The above procedures then apply. In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Head of School, Head of Care (or a Senior Leader) will consider the situation and decide upon appropriate action.

#### Linked Policies:

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

Child Protection/Safeguarding; Healthy and Safety ;Fire Safety