

RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



Visitor Policy

Originator: Mr A McKinnell
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Believe.....

Ripley St Thomas CE Academy

Visitor Policy

Aim

To ensure that visitors to the school feel welcome and safe whilst ensuring the health and safety of all staff and students who work at the school.

Rationale

Visitors play an important part in the life of the school and there will be many occasions when we welcome people to the school, either individually or in larger groups. Examples of these include:

- Members of Ripley St Thomas CE Academy Governing Body
- Trustees and Members of the Bay Learning Trust
- Formal events (Open Evening, Parents' Evenings, Information Evenings, Presentation Evenings, Music and Drama productions)
- Other events (sports fixtures, departure and arrival of trips)
- Speakers and visitors to lessons and assemblies
- Visitors in a professional capacity attending meetings with staff
- Staff and students from other schools
- Parents and carers meeting members of staff about their child
- Delivery drivers
- Contractors on site
- Other people visiting on a one-off basis (eg members of the local community)

We want all of these people to receive a warm welcome but we need to have procedures in place to ensure the safety of everyone at the school. Ripley St Thomas CE Academy is on a large site and there are many access points to the buildings. It is important therefore, that any unwanted visitors are detected as soon as possible, so that the systems put in place to deal with such people can be followed quickly.

This policy is to operate during term time between 8am and 4pm when the lodge reception is open. Visitors who arrive outside these times are to be managed by the member of staff arranging the visit.

Procedures

Arrivals of individuals and small groups

Signage in place at each entrance will indicate the direction that visitors should follow in order to find the lodge reception area.

Visitors are asked to report and sign in at the lodge reception on arrival. Staff at reception will notify the visitor of any known scheduled evacuations of the building. The visitor will be given a visitor badge to wear throughout their visit to the school and **must** be collected by the member of staff they are visiting.

If the visitor is a regular visitor to site and is contained on our single central record, i.e. a Ripley governor, a Bay Learning Trust Trustee, etc, they are allowed onto the site once they have signed in.

Some visitors will have pre-arranged appointments with a specific member of staff. When this is the case the member of staff should notify the lodge reception that they are expecting a visitor, giving their name, role and expected time of arrival. There will be times when visitors arrive without prior appointment and they should report to reception.

Staff at reception will welcome the visitor and confirm with whom they have an appointment. The visitor will then be asked to sign in via Inventory and record the following information:

their name; their role or the company/institution they are representing; who they are visiting; their car registration details; time of arrival

Visitors must also sign out at the lodge before they leave site.

Contractors

Contractors undertaking maintenance/building work will meet the Site Manager or member of the site team at the start of their visit to go through a contractor's induction. Like other visitors to the school, they will be supervised during their time in school if they have no evidence of DBS disclosure.

Vehicles

Vehicle movement is prohibited on to the school site between 8.30am and 8.50am, during break, lunch, lesson changeover and between 3.05pm and 3.20pm. Cars are therefore not allowed to enter or leave the site at these times, except by prior arrangement and in exceptional circumstances.

Arrival of large groups of people

This will happen at Open Evenings, Parents' Evenings, concerts, productions or other meetings. When the identities of the people who are expected to attend is known (eg Parents' Evenings) a register will be taken as people arrive.

At events where the identity of people is not known (eg Open Evening), students and members of staff will be available to direct people to the right venue. This will ensure that visitors feel welcome and will prevent them from getting lost and ensure that they do not enter areas of the building not being used.

During the visit

If a visitor who has not obtained a DBS disclosure is working with students then he/she will be supervised throughout their visit by a member of staff. It is likely that the member of staff will have organised the visit as part of the curriculum.

There may, however, be occasions when a visitor is necessarily left alone with students (eg counsellor). Only visitors who have obtained a DBS disclosure will be able to do this.

For large scale events, information about emergency evacuation and other necessary arrangements will be read out at the start of the event or included in the programme.

At the end of the visit

The member of staff hosting the visitor **must** take the visitor back to the lodge reception area, where they will sign out with staff at reception and return the numbered visitor badge. This will ensure that the visit is concluded in a professional way and will also update records of who is in school at the time.

Unwanted visitors

There may be occasions when unwanted visitors enter the school grounds. When a member of staff is aware that this has happened they should contact the school office in order to ask for the assistance of a senior member of staff. It may be appropriate to ask a student to go to the office so that the member of staff can monitor the visitors. Members of staff should challenge the visitors by asking if they can help by escorting them to the lodge reception to sign in using normal procedures. If the member of staff feels uneasy about the situation they are advised not to approach or deal with visitors on their own; they should wait for support. If a student sees someone they do not recognise or someone without a visitor's badge, they should alert a member of staff straight away.

If the visitors do not leave when asked, the Police should be called.