



Visitors in school Policy

Revised: May 2015

Rationale

At Newton Hill Community School visitors are an integral part of the life in school. They are often used to add enrichment to the learning opportunities that we as a school can offer.

Visitors may also enter the premises for many other reasons such as maintenance and safety checks, meetings and fundraising events, sales and consultations. For the purposes of this policy parents are also viewed as visitors, unless on a designated consultation evening.

Aims

Through the knowledge and implementation of this policy, Newton Hill Community School aims to ensure the safety of pupils, staff and other adults and young people on the premises.

Procedures

The standard procedure is:

For all visitors to enter by the main entrance, using the pedestrian access. They must identify themselves to reception staff before being admitted through the reception security door into school.

At no time will pupils be given the responsibility of admitting visitors, even those with whom they are familiar.

Any member of staff admitting a visitor into the Main Reception Area (or through any other door) is personally responsible for them.

If the visitor is unknown to the member of staff admitting, the identity of the visitor and the purpose of the visit must be established before the visitor enters the Main Reception Area. ID cards must be checked and check shared calendar to ensure visitor is expected.

Should the visitor be unwilling or unable to give the necessary information then the Headteacher will be called for immediately.

Some visitors will have been DBS checked prior to the visit, other visitors may be asked to produce their DBS certificate details on arrivals. The office staff

Upon entry to Reception, all visitors must sign into the visitor book located on the front desk of the reception.

Visitors must enter their own details into the signing in book upon arrival.

All visitors must wear a visitor badge and when possible be escorted through school to their destination.

No visitors are allowed past the double doors, into the heart of the school without a visitor badge or their own ID badge.

It is the responsibility of all staff to report to the Headteacher the presence of any person or persons of whom they are suspicious whether in the school building or grounds outside.

In the event of this, the reporting member of staff must give the best description they can of any such person. The Headteacher will keep a record of such reports and decide on appropriate action to be taken (report to other schools in the area, the LA, the police, alert staff).

All staff are made aware and updated on information and situations which directly affect the visiting rights and roles of parents and carers within the school community.

Drafted on 14.5.15 by L Bashforth Office Manager

Reviewed and agreed by:

Signed:..... Dated:

Jo Currell
Chair Of Govenors

Signed:..... Dated:

Caroline Wheatley
Headteacher

Date to be reviewed: May 2016