



Lord Scudamore Academy

Visitors Policy

March 2015

Next Review Due: March 2016

Lord Scudamore Academy

Visitor Policy

Introduction

This document is intended to give informative and friendly advice to all those who enter and use Lord Scudamore Academy. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, pupil's safety is guaranteed and that our relationships with the neighbouring community is not compromised by parking access to their homes being minimised.

General Overview

All visitors must report to the reception, give their names, company and purpose of visit. They must be asked to sign in using the visitors' book ensuring that all details are completed including their car registration numbers.

Admin staff responsible for signing in visitors to the school must ensure that they have read the fire regulations that they have ascertained where the visitor has parked if they are not using the school car park to establish that they are not blocking neighbouring properties.

Visitors will then be issued with a visitors' badge which must be worn at all times.

It is imperative that Admin staff ensure that Contractors or new Volunteers have a DBS certificate and that it has been seen by the Office Manager.

Visitors Badge Agreement

Upon receipt of a visitors badge they will need to fill in the details and sign to say that they have:

- ❖ Signed in
- ❖ Read the fire regulations
- ❖ Agreed to abide by the rules of the school governing access and egress
- ❖ Stated the purpose of their visit and with whom they are meeting (if this is applicable)
- ❖ Written down the registration of their vehicle in the visitors book
- ❖ State that the car is parked in the car park
- ❖ If they are a single worker has knowledge of and will adhere to the 'Lone Workers' policy followed by the school.
- ❖ Taken note of the use of mobile phones notice displayed at the hatch

Lone Workers Policy

Single visitors and work persons should be made aware of and have made arrangements to comply with the 'Lone Workers' policy adopted by Lord Scudamore Academy.

Returning the badge and signing out

Visitor's badges should be returned to reception once the visitor leaves. These badges will be destroyed rendering them useless. When visitors return their badges it is the responsibility of the office staff to ensure that they have signed out.

Visitors without badges (known as well as unknown)

Any visitor not wearing a badge will be challenged by staff. Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil safety. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

It is the duty of all staff to *politely* ask any visitors who are not displaying a badge to accompany them to the office so that the signing in process can take place.

No occasional visitor should be issued with, or loaned a foyer door lock fob by any member of staff.

Occasional visitors should not be given the door lock codes and should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring equipment into school.

Workmen coming onto site should be asked about their requirements for access etc. - if constant access is needed, office staff should inform senior staff so that appropriate measures can be taken. The site manager will be informed so that he can take appropriate action.

School security and the welfare of pupils always takes priority.

Parents/carers visiting or bringing pupils into school after appointments etc

All parents/carers must follow the visitor's procedure and obtain visitors badges at all times no matter how well they think they are known to staff. This will also be the case even if they have pre-arranged meetings with teachers and other professionals. They must abide by all procedures as they will not be known by everyone on site and will therefore be challenged by Scudamore personnel if

they are not wearing badges (as part of our responsibility and duty of care to the pupils).

Parents/Carers delivering/collecting children during the school day

Parents/Carers who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at reception and wait in the foyer for a member of the office staff to let the child into the school building. They must not leave their child without signing the child in with the office staff and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

Children must always be collected from the school office for appointments e.g. dentist so that they can be signed out by office staff.

Polite Note

Parents must always follow the signing in procedures. Parents and carers must not be allowed to enter the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and concentration of pupils and staff alike.

If parents/other persons arrive for pre-arranged meetings, office staff **MUST** ask them to sit in the library after they have been signed in. It is the responsibility of the office staff to then inform the Teacher/Professional that the parent/other person has arrived for the meeting and they must be collected from the library for the meeting.

If parents wish to discuss issues with staff they can do so via the office, letter or request that staff phone them. Staff are also happy to meet parents and carers after school. Discussion can not take place in class in front of pupils or during lesson time.

Parents as Volunteers

Parents who are assisting in school as volunteers must follow the signing in process but on receipt of their visitors pass may then proceed to the class in which they will be working, which will have been organised by a member of staff by prior arrangement. Parents who are coming into school to volunteer must have a DBS certificate in place and have attended an induction meeting with Mrs McColl.

Professionals who visit the school

Professionals such as Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists and Social Workers etc should have their photographic ID clearly visible. They should still enter their details in the visitors' book and be compliant with our regulations.

After School Hours

Lord Scudamore School has frequent visitors after the official school day i.e. 3.15 pm. Workmen will generally ask for the assistance of the Site Manager and it is the responsibility of the member of staff or Site Manager to ask these visitors to follow the protocol above as staff and pupils may still be on site due to after school clubs and extended schools projects.

Therefore it is important that **ALL** staff are knowledgeable about the Visitors and Lone Workers policies and where badges are kept, questions to ask etc.

There are also a number of community users who utilise Lord Scudamore School's facilities and these also need to follow the protocol.