



## Fazakerley High School



## Visitors to School Policy

January 2011

Revised September 2016

## **Fazakerley High School Visitors to School Policy**

Fazakerley High School assures all visitors a warm, friendly and professional welcome, but also expects all visitors to comply with school policies and procedures, in particular Safeguarding, DBS and Health and Safety requirements.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of senior staff and the Governing Body to ensure this duty is uncompromised at all times.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and that visitors themselves can benefit from contact with the pupils and staff.

Visitors to classes for specific purposes of contribution to topics, relating experiences etc are to be encouraged and welcomed. In arranging such visits, staff should consult with the Headteacher or Deputy Headteacher prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience. Staff should also advise visitors of school policy and procedures to be complied with during their visit.

- All visitors to the school should report to Reception and sign in using the pre-printed passes with the exception of parents, governors and Spie Facilities Management staff who should sign their respective books. Passes should be worn and displayed at all times
- Visitors should produce formal identification upon request
- Visitors will be escorted to their point of contact or collected by the contact from reception. The contact will then be responsible for them while they are on site
- Leaflets are available on reception advising the Code of Conduct and safeguarding procedures
- Contractors need to sign in before being introduced to the site manager/caretaker who will provide relevant access to the site as is required
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed. Spie staff ensure that contractors hold an enhanced DBS check where their work provides them with the opportunity for regular contact with children
- Any visitor should not be left with pupils unaccompanied by a member of staff (a parent talking to their own child is acceptable). This is to comply with child protection procedures
- If any visitor is to be regularly working with pupils in school then they should have an enhanced DBS less than 3 years old and be logged on the school's Single Central Record

- Any visitors on site who are not recognised, or who are not appropriately badged should be challenged politely to enquire their identity and business on site. They should then be escorted to reception to sign the visitors book and be issued with an identity badge
- All visitors must return the visitor's badge and sign out before leaving the site.

Smoking is strictly prohibited anywhere on the school site, at any time. This applies to those hiring the premises, and to those working with other site users.

In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure, which is posted in each room. Fire evacuation information is also printed on the visitors pass.

The Headteacher, or in his absence the Deputy, has the right to seek the removal of and to prohibit from the school site any person whose presence constitutes a risk to the safety or well-being of any member of the school community. If visitors become aggressive they will be asked to leave the site immediately and warned that if they fail to leave the school grounds Police assistance will be called for.

This policy forms part of the school's safeguarding procedures.

**Fazakerley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.**