



We are committed to providing a safe and secure learning, teaching and working environment for all pupils and staff. Good security involves everyone in the school and all staff have a responsibility to ensure our school site is secure and for reporting concerns.

We recognise that there can be no complacency where safeguarding procedures are concerned and all visitors and contractors are expected to comply with the procedures set out in this policy

## **1. School Visitors**

- Visitors will be met at the front reception by a member of staff to explain who they are, the purpose of their visit and who has invited them to the school. They should be ready to produce some form of identification if asked to do so.
  - All visitors must sign in using the Inventory system. This will record the name, organisation, who they are visiting and their car registration (if they have parked onsite), as well as taking a picture of the visitor.
  - All visitors will read and sign to say that they will abide by the safeguarding procedures, code of conduct and emergency procedures while in our school.
  - All visitors are required to wear the printed visitor's badge while on site. School staff and DEMAT staff will wear a lanyard with their name and picture on it.
  - A Visitors point of contact will receive the visitor, who will remain supervised in the waiting area until that time. The contact will then be responsible for the visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied or to be unsupervised at any time unless they have authority from the Head teacher or a member of the Senior Leadership Team (such authority will only be given where the visitor has produced an enhanced DBS Certificate with barred list check and their identity has been checked).
  - When leaving the school, all visitors must leave via reception, sign out from Inventory and remove visitors badge.
  - Any visitor to the school site who is wearing a badge and is found to be unsupervised should be escorted to reception and the responsible member of staff contacted. Any visitor who is not wearing any badge should be challenged politely to ascertain their identity and their business on the school site. They should then be escorted to reception to sign in (and produce proof of identity if required) and be issued with the appropriate visitor badge. They should then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor, who will remain supervised in the waiting area until that time.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head teacher (or a member of the Senior Leadership Team in their absence) should be advised at once. The Head teacher (or in their absence a member of the Senior Leadership Team) will consider the situation and decide if it is necessary to inform the police.
- Aggressive or abusive visitors will be asked to leave the site immediately and warned that if they fail to leave the school site the police will be called.
  - Any visitors who are legitimately on the premises on a regular basis and who potentially have unsupervised contact with pupils must obtain an enhanced DBS certificate.

