



Parklands High School

Visitor Policy and Procedure

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Statement of Intent

This policy is designed to outline Parklands High School's policy regarding visitors to our school grounds.

The policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

General Overview

- All visitors must report to reception, using the inventory screen stating that you are a visitor to the school, entering your full name, your company name if applicable, and the person you are visiting. you will also be asked to enter your car registration if applicable. Your photograph will then be taken using the inventory screen and your photo id will be printed and presented to you on a lanyard by the receptionist.
- Pupils and Staff reserve the right to question anyone on the school site who is not wearing their photo id, this person will then be escorted to the reception area for the above process to take place.
- All visitors will be required to remove headgear and facial coverings whilst in school, to optimise good communication and help identify individuals. Any issues will be dealt with on an individual basis by the headteacher.
- This leaflet should be read in full, taking note of emergency evacuation procedures in the case of fire or lockdown.

1. Authorisation

- 1.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 01257 264596.
- 1.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 1.3. Teachers, or other staff members, arranging visits to the school for educational purposes will collate all the above required information and pass this on to the school office.
- 1.4. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a relevant member of staff.
- 1.5. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

1. Visiting procedures

- 1.6. All visitors to the school may be asked to provide formal identification at the time of their visit.
- 1.7. All visitors to the school, including parents, will comply with the following procedure:
 - Immediately report to the school reception area on arrival
 - Sign in using the process stated under General Overview above giving these details:
 - Name
 - Purpose of visit

- Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
 - Display photo ID provided at all times while on school property
 - Sign-out using the inventory system upon departure
 - Return photo ID and lanyard to the school office before departure
- 1.8. Visitors are made aware of relevant school evacuation points on the final page of this document in case of fire.
- 1.9. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 1.10. Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.
- 1.11. Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

2. Exceptions

- 1.12. Visits to the school by contractors are governed by our Contractors' Policy which is available from the premises manager.
- 1.13. Parents/carers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- 1.14. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

3. Unidentified individuals

- 1.15. It is the responsibility of all staff and pupils to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed photo ID to return to reception and sign in.
- 1.16. If a visitor refuses to report to reception, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.
- 1.17. If you are concerned about a safeguarding issue whilst on site please report this to the office and the designated safeguarding lead will be informed immediately.

4. Visitor conduct

- 1.18. Parklands High School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 1.19. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 1.20. In the event of persistent occurrence of unacceptable behaviour on the school site, Parklands High School has the right to implement a banning order for the individual in question.
- 1.21. If a planned visitor fails to arrive on time or with the appropriate details of the visit or identification if requested, they will not be permitted to have unsupervised contact with a child and could be refused entry to the main building.

5. Monitoring and review

- 1.22. This policy will be monitored and reviewed every 2 years by the premises manager, headteacher and governing body.

- 1.23. Amendments to the policy will be communicated to all members of the school community via the staff only section of the school website.

6. Staff Responsibility

- 1.24. If a member of staff is leaving the building and a visitor is entering the school site the staff member must not allow them access to the building and must direct them to reception.
- 1.25. If staff have arranged for pupils or visitors to see them after reception closes at 4.15pm, they must ensure they are in the reception area to collect their visitors and must escort them off the premises when they are ready to leave.
- 1.26. All staff must ensure that any pupils that are working in their departments are off site by 5.00pm unless approved.

7. Staff and roles

Headteacher	Mr S Mitchell
Premises/Projects Manager	Ms C Slater
Designated Safeguarding Lead	Mrs N Fairhurst

8. Emergency Evacuation Procedure

- 1.27. The fire alarms are tested on a Thursday afternoon at 4.30pm. If the alarm rings for more than 120 seconds please evacuate the building and meet at the fire evacuation point (shown on the map at the back of this information)
- 1.28. If the fire alarm sounds (two toned constant siren) please head to the evacuation point. A member of the office staff will call your name/company name from the register, please make yourself known.

In the case of a lockdown a single tone alarm will constantly ring.

The school will then go into lockdown. The member of staff you are visiting will advise you on the safe place depending on the area of the school are you are. Please follow school staff instruction. The school lockdown policy is available in the reception area for all visitors to view.

