



# Visitor Procedures

Vice Principal – Culture & Ethos

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Our procedures apply to all staff and children, all external visitors visiting the School during the day or for after School activities including Peripatetic Tutors, Supply Staff, Sports Coaches, Governors and Parents/Carers visiting children, Local Authority Staff and Contractors.

Our aim is to ensure that all students and staff learn and teach in an environment where they are safe and free from harm.

### **All visitors should sign in and out at our Main Reception using the Visitors Management System.**

- In order to safeguard all students and staff, all adult visitors to our school are supervised by a member of staff unless they have DBS Enhanced Clearance
- Please read the safeguarding policy reminder that appears on the screen when you sign in as you are asked to acknowledge that you understand and accept it
- Our Receptionists will ask you to provide proof of identity (e.g. Photo ID) particularly if you are a new visitor to the school. Further checks may be undertaken as required
- Please wear your visitors label/badge at all times making sure that it is clearly visible and not obstructed by clothing. All visitors not wearing the label/badge will be challenged politely and escorted back to Main Reception
- If you are a regular visitor (usually more than five visits per year) and have a DBS clearance certificate please inform our Receptionist of the clearance number and date
- Trainee Teachers, Supply Teachers, Volunteers are subject to registration and checks
- Visitors will be met by a member of staff
- In most cases our Receptionist will be notified in advance of your visit but please be understanding if she/he asks for more information from you
- In the event of an emergency you should join the staff outside and register with the Receptionist as soon as you can. This includes Bomb Alerts and Fire Drills
- In the case of Lockdown Procedures, when an intermittent bell sounds, please seek the advice of the nearest member of staff and follow the procedures requested of you.
- The suitability of visitors is assessed after each visit
- If visitors wish to use the toilets, please ask the Receptionist

### **Protocols and Procedures - Visitors invited to the School**

- All visitors will be welcomed promptly and politely and their experience should be characterised by care, courtesy and respect in line with the School's values
- Staff will have informed the office in advance when visitors are expected so that appropriate arrangements can be made
- All visitors should be directed to the Main Reception before staff take them to meetings
- All visitors must wear a badge/label
- All new visitors will be given a safeguarding Visitors' Leaflet.
- All visitors must read the safeguarding and health and safety summary on the Visitors' Management System.
- Visitors must be collected by a member of staff. That member of staff remains responsible for the visitor
- Contractors will be escorted to their work place by Site and Premise staff
- Visitors such as music teachers, supply teachers and sports coaches, who have a formal arrangement to come into school on a regular basis, must still sign in and out at Reception
- Visitors from other professional bodies such as Health Visitors, School Nurses and counselling organisations should sign in and out at Main Reception
- Parent spectators of after school sport or musical and drama productions should report to Main Reception.
- Visitors to school productions, which take place during the day, should report via the car park gate and should be supervised to remain in the Main Hall area. The toilets on the balcony should be used on these occasions
- Occasional Volunteers do not need DBS checks if they are to be permanently supervised by a member of staff



- If the visitor is a speaker, the member of staff should complete a speaker request form in advance
- Our policy is to complete DBS checks on anyone who visits the school more than five times in an academic year

### **Breaches of Security**

Any visitor who is not wearing a visitors badge will be challenged politely to enquire whether they can be helped. They will be escorted to Main Reception to sign in. If a visitor refuses to comply, Main Reception will be contacted. Visitors may be asked to leave the site. The Head teacher, or Vice Principal in her absence, will decide whether to notify the Police.

### **Policies to be read in conjunction with these procedures**

- Safeguarding
- Health and Safety

### **School Opening Hours**

The Main Reception is open from:

- 7.45am – 4.45pm Monday to Friday in term time
- 8.00am – 4.00pm during holidays

If a visitor is due to arrive before or after these times, the responsible member of staff must collect or deliver them back to Reception.

Designated Safeguarding Lead: Jane Salt ([jsalt@coopersschool.com](mailto:jsalt@coopersschool.com))