

Visitors in School Policy

Approved: 31/10/2018

Review: 31/10/2020

SLT Liaison: J Skurr

Wardle Academy Policy



At all times legitimate visitors to the school are to be made welcome by staff and students. At the same time, for reasons of personal and property security, there are now procedures in place which must be followed:

Visitors here means all parents/carers, former students, governors, agency staff, contractors, officials and guests which have a staff contact and who are not regular workers at this school.

At all times visitors:

- Must sign in at Visitor Reception, using the Inentry system, giving their full name, contact person and registration number. A photo ID badge will then be printed and issued.
- A GREEN visitor's lanyard will be issued to a person or persons who have DBS clearance. Such visitors will then have the right to roam unaccompanied around the premises.
- A RED visitor's lanyard will be issued to persons who do not have DBS clearance. These persons MUST be accompanied around the premises all times. They must wait in reception for their contact in school to collect them before being escorted to the appropriate office/meeting room/area.
- Must sign out at Visitor Reception on conclusion of their business and return the issued visitor badge.

All staff are required to respect this ruling and to ensure that their guests do not enter the premises other than by Visitor Reception and that correct signing in procedures are followed. Invited guest MUST have a contact name who is responsible for them on the premises and ensure that they sign out, together with returning the issued badge.

Strangers are people on the premises who are roaming unaccompanied without a badge or wearing a RED visitor lanyard. In such circumstances, you must contact either the Headteacher or a member of the SLT immediately or arrange for that to be done on your behalf. The Headteacher or member of the SLT will take appropriate action. Staff who feel comfortable to do so should challenge the stranger themselves first.

It is believed that visitors and guests feel that the school is welcoming, but we need to be aware of the increased number of offences against persons and especially the young. People here on proper business on the corridors with a clear visitor's badge and, where necessary an accompanying member of staff, will reassure our youngsters that all is well.

Students and staff will be reminded, on a termly basis, of the content of this policy and what action they should take if they spot a problem.

The Visitors in School policy should be read in conjunction with the Safeguarding Policy and Behaviour Policy.

All visitors issued with a GREEN lanyard need to complete a Wardle Academy Visitor Agreement **(Appendix A)**.

APPENDIX A

Wardle Academy Visitor Agreement

This badge is issued to you as an unaccompanied school visitor\contractor on the following conditions:

- Your badge should be collected when you sign in on arrival and handed back in when you sign out on your departure.
- The ID badge must be on show at all times whilst on site.
- Your safety and well-being during your visit are important to us. As a visitor you have a legal duty of care for the Health & Safety of yourself and others.
- The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises.
- Wardle Academy is committed to safeguarding and promoting the welfare of children and young people and as such expects all visitors/contractors to share this committee. If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main Visitor Reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.
- You must not arrange external contact with any student in the form of Social Media, Face to Face meetings, exchange of telephone numbers, this list is not exhaustive.
- If the fire alarm should sound, please leave by the nearest safe exit and report to a Fire Marshall on the Tennis Courts. Do not re-enter the building until you are told it is safe to do so.
- Wardle Academy is designated a no smoking workplace; therefore, smoking is prohibited anywhere on the school premises.
- Should your circumstances change you must notify the school.

In the event that you do not adhere to any of these conditions, the ID badge will be withdrawn, along with the facility for unaccompanied visiting.

This badge is issued to you and you alone and you are responsible for its safe keeping. In the event of loss, you must notify the school immediately. Replacement badges will be charged for.

Name (**block capitals**): _____

Signed: _____

Date: _____

© WARDLE ACADEMY 2016 ALL RIGHTS RESERVED - The copyright in this document, which contains information of a proprietary nature is vested in Wardle Academy. The contents of this website may not be used for any purposes other than for which it has been supplied and may not be reproduced, either wholly or in part, in any way whatsoever, nor may it be used by, or its contents divulged to, any other person whatsoever without the prior written permission of Wardle Academy.