

VISITORS POLICY

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves and also of students and staff.

As a school we have a statutory duty regarding safeguarding of children and we take this responsibility seriously.

All visitors are required to:

- Park in the designated 'visitors' spaces in the car park. (If this is not possible, visitors should park in an available bay and report that to reception.)
- On arrival in school, use the main school entrance and report and sign in at reception.
- Wear a visitors' badge which is issued at reception.
- Read the visitors' information on display at reception along with the leaflet.
- Wait in the seated area in reception until collected by the relevant member of staff.
- Ensure that at all points during the day, they are accompanied by the member of staff who has invited you in.
- Use only the staff toilets.

At the end of the visit visitors should be accompanied to reception where they will sign out before leaving. Should visitors leave the premises after 4.30pm, when reception is closed, **the member of staff they have visited will be responsible for collecting all badges, ensuring visitors are safely off the premises and that the inventory system is updated with the time of their departure.**

If there is a fire evacuation, visitors should go to the dedicated assembly point on the rear school field reporting to the Business Manager (see the school's fire evacuation policy).

No smoking policy

The 'Smokefree' legislation applies to all local authority buildings and local authority owned vehicles and also applies to all visitors to Cheshire West and Chester local authority premises including the school grounds.

Staff who have visitors:

Staff who have arranged for a visitor to meet with themselves or another member of staff, should ensure that:

- Reception staff are informed in advance.
- The visitor has been informed prior to the visit of the requirements laid out in this policy which are outlined above.
- At no point should a visitor be on their own with children.

Delivery Vehicles and Contractors

- This Policy for Visitors applies to all contractors visiting the school or working on the school site.

- All delivery drivers must report to reception in the first instance.
- All delivery staff and contractors will be supervised whilst on site by a member of the school staff, unless they hold a current DBS certificate which has been previously provided and recorded by the school.
- Deliveries for the kitchen will be carried out by official suppliers only and prearranged for a specific time and day.
- Drivers from official suppliers who are unable to report to the main reception area must report to the Catering Manager in the school Dining Hall who will log their details onto the kitchen visitor log.
- Drivers from official suppliers will be reminded by the Catering Manager that they should avoid using the access road at the rear of school at the beginning and end of the school day as well as lunchtimes and break times.

Visitors whose purpose is to work with students in some capacity:

Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff) or to meet with small groups of students or individuals.

Staff who arrange for visitors to work with children should meet with the Designated Senior Safeguarding Lead, prior to formally agreeing the visit, to discuss arrangements. The Designated Senior Safeguarding Lead will give guidance regarding any specific safeguarding matters.

Please be mindful of the following guidance, which attends to safeguarding issues:

- Staff should ensure all the bullet point protocols above are complied with, as they apply equally to all visitors.
- Any visitor who does not hold a current valid DBS certificate **must not be alone** with students at any point. This includes whole class or small group teaching, one to one interviews of students or escorting by students around the building.