



St Matthias School

Visitor Policy

2022-23

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1 - Policy Statement

- 1.1 The staff and Governing Board are committed to give all visitors a warm, friendly and professional welcome at St Matthias School, whatever the purpose of their visit.
- 1.2 St Matthias School has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This includes the duty to 'safeguard' all students from any form of harm, abuse or nuisance. It is the responsibility of the Governing Board and all employees to ensure that this duty is uncompromised at all times
- 1.3 The school requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

2 - Scope

- 2.1 The Headteacher with support from the Senior Leadership Team is responsible for the implementation, coordination and review of this policy and procedures.
- 2.2 The Head of School Organisation and Resources will liaise with the Senior Leadership Team, site, reception staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Headteacher.
- 2.3 This policy applies to:
 - All staff employed by the school
 - All external visitors entering the school site during the school day or for after school activities
 - All governors of the school
 - All parents and volunteers
 - All students
 - Other Education related personnel (Local Authority officers, Inspectors)
 - Building and maintenance and all other independent contractors visiting the school premises
 - Independent contractors who may transport students on minibuses or in taxis

3 - Protocol and Procedures

3.1 Visitors to the School

3.1.1 Pre-arranged visitors:

Where possible and appropriate, the member of staff being visited should enter the name, date, times and purpose of the visit into the school diary. This will ensure that the information goes into the school's shared calendar and bulletin so everyone including the reception staff are aware of visitors being in school.

3.1.2 The following procedure applies to visitors:

- Entry to the school site for vehicles is via intercom controlled gate. Visitors should press the entry intercom button to gain access onto the school site. Driving visitors are required to use the visitors' car park only and to report to Reception via the main entrance.
- No visitor is permitted to enter the school building via any other entrance under any circumstances (Check OSC/Catering reception??).
- The visitor should be ready to produce formal identification on request and will be invited to enter the following information into the electronic signing-in system:
 - Name
 - Organisation
 - Who they are visiting/point of contact
 - Car registration
 - Confirm if they have a DBS check
- A printed badge including their photograph will be generated and placed on a visitor (blue) lanyard together with the 'visitor information' slip which they will be asked to read. (Appendix 1). The visitor's pass must be worn at all times.
- Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- The visitor must not be allowed to move about the site unaccompanied unless they are registered on the 'Approved Visitor List'
- For visitors arriving outside school time the accepted courtesy is for the appropriate person to be available to meet, greet and look after the visitor once details have been inputted in the electronic signing in system.

3.1.3 Approved visitor list

The school will hold an approved visitor list for individuals who frequently visit the school site to undertake work within the school (including contractors and supply staff)

To qualify for this list the visitor must have demonstrated, prior to the visit, that:

- They have a current clear enhanced DBS check (this has been registered on the School Central Record)
- A current clear DBS children barred list check has been undertaken
- A letter has been received from the employer that pre-employment checks have been undertaken

Visitors on the approved list must follow the same procedures on entry to the premises (refer to 3.1.2). A copy of the Approved List will be kept behind reception at all times.

3.2 Governors and volunteers

- 3.2.1 All governors and volunteers must comply with safer recruitment provisions, completing a DBS disclosure form and undertaking the necessary checks in accordance with the school policies through the School Office. Details will be recorded on the School's Central Record.
- 3.2.2 Thereafter, procedures as per above (refer to 3.1) should apply.
- 3.2.3 Governors will use their own 'Governors' section in the electronic signing in system. A printed badge including photograph will be generated and placed on a governors (yellow) lanyard together with the 'visitor information' slip (Appendix 1). The governor's pass must be worn at all times.

3.3 Prospective and newly appointed candidates, governors, volunteers

- New governors, employees or volunteers will be made aware of this policy and familiar with the procedures as part of their induction.
- Prospective employees attending school for interviews will be subject to pre-interview checks, in accordance with our safer recruitment practices and will be under the supervision of the recruiting manager.
- New employees will be asked to ensure compliance with its procedures at all times.

3.4 Unknown/Uninvited visitors to the schools

- Staff are encouraged to look out for any visitor to the school site who is not wearing a visitor's badge and to report any concern to reception or a member of SLT.
- Depending on the circumstances it might be appropriate to politely challenge the unknown visitor and to enquire as to the purpose of their visit with support from a colleague.
- They should then be escorted to reception to sign into the electronic system and be issued with an identity badge.
- In the event that the visitor refuses to comply the Headteacher should be informed immediately and the visitor will be asked to leave the site immediately.
- Student should be instructed to report a visitor with no badge to a member of staff.

3.5 Visitors departure from School

- On departing the school, a member of staff should escort the visitor to the reception.
- The visitor should sign out, so their departure time is recorded by using the electronic system.
- The identification badge and lanyard should be returned to the member of staff available on reception.

3.6 Accessibility

Staff who are expecting visitors with any specific requirements to facilitate the visit should inform reception in advance so that needs can be met and risk assessments carried out should it be required

Disabled parking spaces are clearly marked adjacent to level pathway to main entrance.

Date of policy: **11th May 2022**



GENERAL

At St Matthias School we have a legal requirement to provide a safe school environment. Please help us maintain these standards by reading the information printed on this handbook.

Please contact reception if you have any difficulty reading this document and we will help you.

Please sign in at reception and wear your ID pass at all times. This is to ensure the safety of everyone on the school site.

FIRE SAFETY



- Please familiarise yourself with the environment and the nearest fire exits.
- When the fire alarm sounds continuously please follow the green signs, like the one shown, which will lead you to your nearest fire exit.
- Once outside the building, report to the assembly point to the west of the building on the new MUGA area.
- If you have been separated from your host please ask a member of staff for direction and assistance if required.
- Do not re-enter the building until you have been given the all clear from a member of staff.
- Smoking, vaping and use of electronic cigarettes is not permitted anywhere on the school site.

HEALTH AND SAFETY

- If you are concerned with any aspect of health and safety please raise the matter with your host or at reception where we will be happy to assist you.

SAFEGUARDING

- The school's Safeguarding Officer is Rachel Dickins, Deputy Head Teacher. Any safeguarding concerns need to be reported as a matter of urgency.
- Please refer to our Safeguarding and Visitor policies - <https://www.st-matthias.com/policies>.

SECURITY

Your host will normally accompany you whilst at the school.

- Please ensure you wear your visitor pass and it is visibly displayed on your person at all times.
- You may be asked to show your visitor pass at any time by any member of our staff.
- Please keep your personal belongings with you at all times; any items found will be taken to reception.
- Please do not allow other people to enter the building behind you. Keeping our building safe and secure from intruders is in everyone's interest.
- Please report lost visitor passes immediately to reception locally or call 6400 from any telephone on site.

LOST PROPERTY

- Lost property is taken to the main reception who can be contacted on 6400.

PARKING FACILITIES

- Parking at the school should be in any of the marked spaces. Disabled parking bays are for blue badge holders.
- Inappropriate parking causes difficulty of access for emergency vehicles and must be avoided at all times.
- Reception will need your vehicle details in case of an emergency.

PEOPLE WITH DISABILITIES

- Please ask at reception if you require any assistance which will make your visit more comfortable, we are here to help you.
- Locations of lift, disabled toilets, etc. can be provided on request.
- Assistance with hearing/BSL signing or language interpretation may be available depending on staffing levels.

ACCIDENTS, NEAR MISSES & FIRST AID

- If you need First Aid treatment you must contact a member of staff. All accidents and near misses must be reported to reception so that a report can be completed.

VISITORS WHEN LEAVING

- Please ensure that you sign out at reception and return visitor passes so that your vehicle details, etc. will be recorded so having left the premises.

