

May
2017

Visitors Policy & Practice

Whole School

Contains relevant information on the protocol
for visitors to School



VISITORS TO SCHOOL

All visitors to School must first report to Reception and register in the log. The Secretary will contact the person who is expecting the visitor. All new staff, work experience or volunteers have an identity check by the Business Manager at the initial appointment. The checking of identity includes DBS and/or passport/driving licence, and proof of address (current within last 3 months) and if less than 5 years, proof of previous address.

- Whenever possible, staff should inform reception staff of expected visitors. They should give the name of the visitor together with the date and time they are expected and details of any arrival arrangements.
- All visitors to the School will sign the visitor's log and report to reception where they will receive a fob/sticker. All visitors will be asked to read the Fire Safety procedures. When leaving the premises, the log must be updated and the fob returned.
- Unexpected, unannounced or unrecognised visitors entering the School or grounds should be cautiously challenged by any member of staff who sees them.
- Relevant staff will be informed if any circumstances prevail which prevents a child from being taken out of School by a particular person.

Security

1. Statement

Stanley School will ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their health and safety. Measures will be adopted to protect persons in lone working from intruders, visitors and general security arrangements. Stanley School has drawn up the following arrangements to enable these tasks to be effectively discharged. The identified personnel for day-to-day responsibility are the Head Teacher/Deputy Head/Premises Manager.

2. Organisation

The following personnel have responsibilities for ensuring the security of the school building:

Security Issues

Perimeter fencing, access routes
Security School entrance/exits
Control of Visitors
Control of Contractors
Money security
Emergency Procedures
(Fire, first aid, accidents)
Security Risk Assessment

Personnel Responsible

Premises Manager/SBM/Head Teacher/Deputy Head
Premises Manager/SBM/Head Teacher/Deputy Head/Secretary
Secretary/SBM/Head Teacher/Deputy Head/Premises Manager
Premises Manager/SBM/Head Teacher/Deputy Head/Secretary
SBM/ Secretary/Head Teacher
Head Teacher/Deputy Head and Emergency team (see Emergency Plan)

Premises Manager/SBM/Head Teacher/Deputy Head

Site Key Holders:

The Premises Manager/Head Teacher/Deputy Head Teacher/SBM each has a set of duplicate keys. These are kept on each person.

3. Arrangements

3.1 Information and Communication

All staff are made aware of the School's security procedures. Good communication is ensured with personnel having a particular role for security and knowing their duties. School meetings are used to disseminate information.

3.2 Supervision

Adequate supervision of pupils is ensured whilst in School, particularly when visitors and contractors are on site. Stanley School includes details of any special supervision arrangements required, i.e. normal school day; open evening, after school clubs, etc. **Visitors will not be left alone to supervise pupils.**

3.3 Visitors/Contractors

All visitors/contractors are asked to report and log-in at the main reception. A logging-in book is kept indicating the time of arrival, departure, name, nature of visit, vehicle registration and area of School to be visited. All visitors are issued with the appropriate fob and emergency procedures indicated verbally. Visitors are not allowed to remove items of property unless they have identification and authority to do so. **Members of staff are responsible for their visitors at all times.**

When external speakers or members of the public come into School to give talks, or training, a risk assessment is drawn up indicating the measures taken to mitigate any risk.

3.4 Controlled Access

All external doors are locked and controlled by fobs. The main entrance has double doors, again operated by a remote switch in reception and fob operated.

3.5 Physical Security Measures

The School site is protected by all round perimeter fencing, security lighting and CCTV linked through to the Local Authority.

3.6 Cash Handling

Stanley School avoids the counting of and keeping cash in the reception area. All monies are stored in a fire-proof safe, which is kept locked. Key holders are: Head Teacher/SBM. Any money requiring banking is done at irregular times, particularly where substantial sums are involved.

3.7 Valuable Equipment

All staff are encouraged to lock away all valuable items to prevent theft. All items over £4,000 are recorded and noted to the Education Building Inspector and Support /Services (Insurance Document).

All valuable equipment is security marked.

All valuable equipment is locked away whenever possible.

3.8 Personal Property

Stanley School dissuades staff and pupils from bringing valuable personal property into School.

3.9 Lone Workers

Stanley School identifies areas or staff where lone working is foreseeable and suitable risk assessments are drawn up. Panic alarms are installed in the pool areas.