

Craigavon Senior High School

Draft School Visitors Policy and Procedures

Policy Statement

The School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to "safeguard" all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Board of Governors and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Governors recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Principal or Campus Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with reception staff and the Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Principal or Campus Manager.

Aim

To [ensure the site is secure and to](#) safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The 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 (including [for example](#), peripatetic tutors, sports coaches, and curriculum related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education Authority related personnel

- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list). They must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- On sign in, visitors will be expected to wait in reception until they can 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 will not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List
- [All school visitors must comply at all times with School policies, administrative rules and regulations to ensure that the site is secure and that safeguarding of children can be maintained.](#)

[Where possible, visitors should obtain authorisation from the Principal in advance of their visit.](#)

[Visits may be prohibited at certain times such as while \[standardised testing or other assessments are being conducted\].](#)

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Approved Visitor List

The School will hold an approved visitor list for visitors 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, that they are recognised EA member or authorised by EA to attend the School.

Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

If the reason for the visit is unclear – the Campus Manager / SLT member or Principal is responsible for making the decision regarding entry of the visitor.

The procedures under “Visitors to the School” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Commented [LB1]: How does this work in practice if the visitor is greeted by office staff?

Secure Access System Lurgan Campus

The electronic access system on this Campus will control entrance to the front door of the school and the back door exit to the carpark

Two internal access control points will be operational in the Lurgan Campus– main office and campus manager office.

During school hours 9.30-16.00, the system will only allow free access of pupils/ staff at switch over periods between classes within a time interval of 10minutes. This will be in addition to open access at break time and lunchtime.

After 16.00, entry to the building will always require staff on campus to permit entry by visitors using the access system.

Staff will be provided with electronic fobs to facilitate access at other times.

The intercom system (phone and video) will allow any visitor to state their business prior to entry.

When a visitor is permitted access to the building, they are expected to report to reception and, if required, follow normal sign procedures.

Having been permitted entry using the access system, the school will consider anyone who is not a member of staff or a student to be an intruder unless they comply with the school sign in procedure.

Emergency Evacuation Lurgan

TBC – technical advice still required from installing company on how access will be overridden in event of fire / emergency / electrical failure.

Roles

The Principal:

Will have delegated responsibility for the day to day security of the School and for ensuring such things as:

- All staff appreciating the importance of security and understand the School's policy/procedures and their own responsibilities.
- Staff training needs are kept under review and training arranged as and when necessary.

- New staff are informed of the School's security policy/procedure.
- Parents and pupils are informed of the security policy/procedure and encouraged to help ensure that the School has a safe school culture.
- Regular reports will be made to the Board of Governors.
- Advice will be sought from the police where necessary.
- All crimes will be reported to the police.

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the School.

Staff should be aware of and conform to operational procedures that affect security eg.

- Key control procedures
- New employees will be informed of these during their induction training.
- All members of staff should be prepared to challenge any unescorted strangers on site who are not wearing a visitor's pass.

Staff will be offered training and informed about security and receive appropriate training where required, whether new or existing.

Pupils:

- Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.
- Signs and assemblies/meetings will regularly remind them of their role.

Reference materials

1. <http://www.eani.org.uk/schools/health-and-safety/guidance-documents/>