



Everyone matters, every day counts

VISITORS POLICY

Policy created:

Policy first adopted:

Signed chair of *Governors*:

Re-adopted & signed:



Visitors Policy

1. INTRODUCTION

This policy has been written to direct actions of staff to ensure that visitors are appropriately supported and managed in school and that students are kept safe at all times.

It is backed up by established good practice and evidence of potential weaknesses in the system.

2. INVITATION

- Inform Reception of expected Visitors/Volunteers
- Known and agreed purpose. Group visits must be cleared with the Head Teacher in advance.
- If there is a specific focus to the visit, let staff know via Staff Bulletin.
- All visitors to be advised that car parking is limited and that they might find parking easier on The Boulevard rather than within the campus. No parking is available behind the school, ie at the Littlehampton Road entrance.

3. ARRIVAL

- Sign in Visitors Book.
- Read Appendix A, Visitors Information
- Badges must be worn at all times.

4. SUPERVISION

- Welcome and supervised by a designated school staff member.
- If participating in student activities, ensure visitors are not left unattended or unsupported.
- Give instruction on where visitors can go, and where they CANNOT go.

- Give instruction on who to speak to if there are any issues.
- Debrief - sign out, from supervising member of staff.

5. REGULAR VISITORS / VOLUNTEERS

- A DBS Check will be required before being allowed unsupervised freedom to use building and internet with students. Refer to Child Protection Policy for further information regarding unsupervised access to students.
- Swipe cards are available for Volunteers from the Finance Office; they must be signed out and back in again at the end of the day.

6. Please read the **Protocol for Visitors/Volunteers (addendum to the Visitors Policy)** for further information.