

Visitor Policy

AIMS AND OBJECTIVES

Silcoates School has many different types of visitors. These include those with a professional role, those connected with the buildings and grounds maintenance; and children's relatives or other visitors attending an activity in school. The School would like to assure all visitors a warm, friendly and professional welcome.

The School has a duty of care for the health, safety, security and wellbeing of all students and staff. This incorporates the duty to safeguard all students from any form of harm or abuse. The School requires that all visitors comply with the following policy and procedures.

The aim of this policy is 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.

PROTOCOL AND PROCEDURES

All Visitors must

- Report to the main School Reception and must not enter any other buildings.
- Sign in at Reception where they will be issued with an identification badge (lanyard).
- State the purpose of their visit and the person who has invited them.
- Be ready to produce formal identification on request. Those visiting in a professional capacity may also be asked to provide details of their DBS certificate.
- Remain accompanied at all times. They will be collected by their point of contact who will then be responsible for them whilst they are on site. The visitor must not be allowed to move about the site unaccompanied.
- Leave via Reception, entering the departure time in record and returning the identification badge to Reception

Health & Safety Considerations for Visitors

All visitors should inform their point of contact of any access arrangements required and any allergies.

In the event of an alarm sounding during any visit, visitors should follow the instructions provided by their staff host in a calm and timely manner.

ROLES AND RESPONSIBILITIES

All Staff must

- Inform Reception of any visitors to School
- Greet their visitors at Reception.
- Escort their visitor at all times and not allow them to be left alone with pupils.
- Ensure their visitor is escorted back to Reception and signs out



SILCOATES

- Challenge any visitor walking around School wearing a yellow lanyard or no lanyard unescorted in accordance with the protocol set out in the School handbook.

The Bursar is the member of staff responsible for the implementation of this policy and liaising with the School's security staff and Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Bursar.

Reviewed by:	Mrs Sanderson – Bursar		
Date of last review:	October 2024	Date of next review:	June 2025

