

VISITORS IN SCHOOL POLICY

Review Body:	Business Management and Resources Committee
Leadership Group Responsibility:	Business Manager
Type of Policy:	Non Statutory
Review Period:	Every three years
Reviewed:	May 2016
Next Review:	May 2019

General Statement

“Visitors” are defined as parents, school transport contractors, maintenance and building contractors visiting/working on site, volunteers involved in school activities, individuals or groups letting the premises and any other person who is not a pupil or a member of staff employed by the school.

The Head teacher and the school’s Health & Safety Committee are responsible for implementing the Visitors in School Policy and will, as necessary, review from time to time the effectiveness of the arrangements within it.

As a school we are committed to taking all reasonable precautions in safeguarding the health and safety of visitors. First and foremost, therefore, such precautions must start in ensuring the safety and promoting the welfare of both staff and pupils through the implementation of our Health and Safety policy. By doing this we can be assured that, “as far as is reasonably practicable”, members of the public are given equal consideration and are not adversely affected by bad working practices. Equally, the school reserves the right to carry out appropriate risk assessments on all work activities involving visitors. If hazards are identified, the necessary action will be taken to eliminate them or reduce them to an acceptable level.

Should they occur, all accidents (however minor and whether they cause injury or not), incidents or dangerous occurrences involving visitors must be reported to the main office and will be investigated if applicable in accordance with the schools health and safety procedure.

Visitors will also be provided with such information and instruction to enable them to carry out their duties safely and competently.

In turn we would ask that all visitors take reasonable care for their own health and safety, and that of their fellow workers/colleagues/staff/pupils and any other person who could be affected by their acts whilst on site.

On School Premises

The school will do everything possible to ensure an adequate means of safe access to and egress from the site.

Vehicles parked on the school site are done so entirely at the owner’s risk.

Visitors must park in the main car park. Cars should not be parked without due regard to possible access by emergency vehicles.

Suitable levels of staff supervision are in place at times when pupils are arriving or leaving the site when traffic congestion is high and parents/school transport contractors are kept fully

informed of the school's guidelines (see below), the expectations of drivers whilst on site and any other health & safety issues as they arise.

Before school

- School transport contractors must not drive onto the playground in the morning when pupils are present.
- Parents dropping off pupils must not come onto the site.
- Parents dropping off physically disabled pupils are the one exception to the above.
- All taxis must comply with the above guidelines. Taxi firms are asked to make drivers aware of what is expected of them on site.
- **SPEED AT ALL POINTS ON THE SCHOOL PREMISES MUST NOT EXCEED 5 M.P.H.**

After school

- All pupils, must be collected at 3.20 pm from outside the school grounds.
- Parents are responsible for collecting pupils from the school gates and conducting them safely to their vehicle.
- Care should be taken whilst driving on the school site **SPEED ON THE PLAYGROUND MUST NOT EXCEED 5 M.P.H.**

The Bus service is provided by Medway Council's Integrated Support Team which requires all drivers to have a valid DBS. The buses are also fitted with CCTV and a voice recording device near the driver's cab.

In School

All visitors must report to reception immediately on arrival to sign-in. Similarly, they must sign out prior to departure.

Visitors will receive a visitor's badge, which must be worn at all times.

Visitors must remain in the main reception area until received by an appropriate member of staff.

They must not enter classrooms unless escorted by a member of staff or by prior arrangement.

The school is a NO SMOKING school.

If visitors feel unwell or suffer an accident whilst on school premises, they should report to reception in order to access first aid facilities and assistance from a qualified first aider.

The use of alcohol and/or illegal substances is strictly prohibited. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on school premises.

The school will not tolerate abusive and threatening behaviour by visitors on site and reserves the right to inform aggressive visitors in writing that they are banned from the site without prior appointment.

Conditions for Maintenance/Building Contractors

It is to the mutual advantage of the school and the contractor that responsibility to each other and their employees is clearly recognised and understood and that, by co-operation, they are able to achieve the highest possible standard of safety and operation during the course of their work. Contractors who work on the school site can be identified in two categories, i.e. the short and the long-term contractor. Control of the activities of the short term contractor, whether it be for maintenance visits or small contractual projects, will fall to the responsibility of the School Site Manager who will ensure the following:

- Long term contractors are required to undergo a DBS check by their employer which forms part of the contract requirement.
- No unaccompanied inspections are made and any work undertaken is carried out under safe conditions, e.g. the isolation of machinery, provision of safe access etc;
- For short term contracts, the school may see fit to use Form CC003 “Conditions for Short Term Contractors and Temporary Employees” (Safeguard) as part of these control measures;
- Contractors should when relevant familiarise themselves with the schools asbestos report and sign to agree that they are aware of the existence of any asbestos in the areas in which they are working and that all precautions will be carried out to ensure the safety of themselves and all others on the school premises.
- Contractors will also sign the declaration regarding behaviour around students.
- The School Site Manager will monitor the contractors’ operation while on site.

Emergency Evacuation Procedures

Contractors working on site will be informed of their relevant evacuation route before commencing work.

In the event of an emergency evacuation being required the fire alarm will sound. Those contractors working on site will evacuate the building in accordance with correct procedure and proceed to the fire assembly points, which are the Tennis Courts.

All visitors in school should evacuate rooms quickly and orderly following the guidance of the member of staff in charge.

Visitors working alone are potentially more vulnerable and should already have been alerted to the emergency evacuation procedures for the area in which they are working. They should therefore vacate the building quickly and in an orderly way as instructed. If in doubt, they should evacuate the room and report to the nearest member of staff for safe escort.

All doors and windows should be closed if possible and safe to do so.

A check is taken on the safety of all pupils, staff and visitors at the muster points. Once at the muster points, all visitors should report that they are safe to a member of the admin staff who will be in possession of the visitor’s book.

Visitors should remain on the muster point until otherwise instructed by the Headteacher or the Deputy Headteacher.