

PARK SCHOOL AND NURSERY - VISITORS AND SECURITY POLICY

This policy is applicable to the whole school, including the whole of the Early Years Foundation Stage.

1. SITE SECURITY

- 1.1 The Site Manager is responsible for unlocking in the morning and locking/securing the site at night, checking that staff have shut all windows and doors and turned off all lights.
- 1.2 Pupils enter school at 8.30am and all gates are locked at 8.45am. Entry after this time is controlled through the School Office.
- 1.3 All lighting levels are maintained and walkways kept free of obstructions. Worn flooring, etc. is replaced as soon as practicable and we use barriers to warn of hazards. All locks on doors, windows, gates and fencing are kept in good order.
- 1.4 A list of key holders is left with neighbours/police.
- 1.5 Any adult onsite must have a lanyard and badge of some description (red – visitor, purple – DBS checked or yellow – contractor with Enhanced DBS)
- 1.6 Any adult onsite must have signed in using the electronic sign in and be given a photo ID sticker/lanyard.

2. STAFF

- 2.1 All staff will have staff lanyards (blue with white writing 'PARK SCHOOL STAFF') & ID badges. These should be worn clearly whenever on the School premises. The safeguarding team are easily identifiable as they wear rainbow lanyards instead of blue.
- 2.2 All staff must sign in and out electronically using the 'Sign in' app in the office or on their mobile phone.
- 2.3 All staff who need to leave the School site during their working day must sign out and in via the School Office.

3. VISITORS

- 3.1 All visitors must sign in and out electronically in the office. They will be asked to sign to show that they have read the Emergency Procedures statement displayed when signing in and informed of safeguarding procedures and the team. All visitors are given a visitor badge, with photo ID and lanyard (red with white writing 'VISITOR').
- 3.2 If a visitor is invited in to present to children, then the staff member must complete an Internal Visitor pack and hand it in to the Headteacher for approval and logging. The staff member who invited in the visitor is responsible for their visitor whilst on the premises - they must arrange staffing to ensure that no visitor is left unsupervised at any time. This includes collecting and dropping off the visitors at the School Office. All visiting speakers will be logged by the Headteacher and she will check their credentials and ethos prior to the visit along with gaining an understanding of the topic to be covered to ensure its appropriateness.
- 3.3 Anyone not wearing an ID badge/visitor badge should be challenged. If they have no ID badge/visitor badge, then staff should ask them to accompany them to the School Office to get one. If there is any resistance, they must leave the premises immediately and/or contact the Site Manager /Senior Leadership Team immediately.
- 3.4 If a visitor is in any way threatening, staff should call the Site Manager/Senior Leadership Team immediately and ask to speak to 'yourself' e.g. Ella Whitbread. This will raise a concern and therefore act accordingly. The Site manager will make the appropriate people aware of the situation in case the police need calling.

- 3.5 Staff are instructed on the importance of ensuring that their visitors know how to evacuate the premises in the event of an emergency. For public events the Headteacher will give a safety procedure talk at the beginning of the event.
- 3.6 Disabled visitors will always be accompanied by an able-bodied member of staff. The person being visited will be aware of the needs of the disabled person and escort them safely, calling for assistance if required.
- 3.7 The premises have been checked for areas which pose a particular problem to disabled visitors. Reasonable adjustments will be considered, but if these are not possible, use of the 'problem' areas will be avoided. A wheelchair ramp is available to use, if required. This is currently stored by the hall entrance.
- 3.8 There should be clear signs about how visitors should approach the school including clearly marked pedestrian routes.

4. CONTRACTORS

- 4.1 All regular contractors will be DBS Enhanced check and have a contractor lanyard (yellow with black writing 'CONTRACTOR'). If they are not DBS checked, they must be always accompanied and will wear a red visitor badge. They should produce their own risk assessment and code of practice for working methods where applicable (major works). They should also be fully aware of the school's safeguarding procedures when working around children.
- 4.2 Anyone working on site alone should know how to summon help/ where to find First Aid supplies and know the procedure to call the necessary support staff.