

## 019 Dealing with Visitors

<b>Responsibility:</b>	<b>DC</b>
<b>Date:</b>	<b>June 2017</b>
<b>Next Review:</b>	<b>June 2019</b>

All people coming in to school who are not staff or pupils of the school are classed as visitors and they must all follow this procedure, this includes: former staff and pupils, Governors, LA officers and staff from other schools.

### **Reporting in**

All visitors are expected to report to the main school reception. At reception they will be greeted and asked to sign in, at which time they will be given a visitor's badge, which must be worn at all times. They will also be given a lanyard for safeguarding purposes, to indicate whether they must be accompanied or not. *The receptionist will make the visitor aware of the fire evacuation procedures which are printed on the reverse of the badge.*

If a member of staff comes across a visitor at a different entrance or part of the school, they should personally escort the visitor to reception. The member of staff must never give the visitor directions or send the visitor to reception with a pupil.

Staff and pupils are instructed that if they see a stranger, alone, wearing a red lanyard or no lanyard the following action should be taken – staff should challenge that person, pupils should quickly fetch a member of staff.

### **Visitors Around School**

The school has a central record of people who may visit the school and have been DBS checked and a list of these people will be retained on reception. These visitors are given a green lanyard. When such a person arrives in reception they must be able to prove their identity if they are not known to school staff. Only visitors who have proven their identity and have been DBS checked can be allowed to move around the school to fulfil their engagement without being accompanied.

For all other visitors, the receptionist will ask them to take a seat in the reception area and contact the member of staff they have come to see. This member of staff is responsible for ensuring that the visitor is accompanied at all times and is not free to wander about the school. These visitors are given a red lanyard.

### **Signing Out**

All visitors should be escorted to reception and signed out when they are ready to leave.

Lanyards must be handed back at reception when visitors leave the building. If reception is closed then lanyards should be returned to the secure box on reception – this is an important safeguarding step.

## **Contractors**

Any worker contracted by the school to undertake work in school should report to reception, as above. The most relevant manager will be contacted and will meet the worker(s) concerned, eg Premises Manager or IT Manager. If the workers have been DBS checked by school and have ID they can be given a green lanyard. The manager will escort the worker to the area concerned and, after ensuring safe working protocols are established they can leave the contractor to get on with the work. The manager will, though, continue to monitor the working practice of the contractor throughout the period of their stay. If the worker has no evidence of DBS clearance and/or no ID, they will be given a red lanyard and they must be supervised by school staff them at all times; it is the responsibility of the manager to organise this. As far as possible the school will endeavour to ensure that contracted work takes place in holiday periods to minimise all risks, and any work of this nature will be discussed with the Premises Manager.

### **Contractors employed under the PPP Contract.**

Routine maintenance repairs and other premises work is often commissioned by the company that holds the PPP contract (Spie / Semperian / KSSL). Spie, the current PPP providers, supply the school with a list of their own employees and contractors which contains details of all DBS checks. Any such worker must first report to the school reception and the receptionist will contact the Spie caretaker to meet the worker. The caretaker will check the worker against the Spie approved list and sign them in. They will be issued with a Spie lanyard, coloured according to whether they have a DBS or not. Red lanyards indicate they have no DBS clearance and must be accompanied at all times. Blue Spie lanyards indicate they are clear to work without direct supervision.

The Spie caretaker will take all contractors to the area where they will be working. As above, after checking safe working protocols, the caretaker can leave the worker to get on, checking periodically on safety issues. However, if they do not have DBS clearance they must be supervised at all times by Spie staff.

### **Lanyards: a quick guide**

Green	DBS checked by school – they can be allowed to move around the without being accompanied.
Blue	DBS checked by Spie – they can be allowed to move around the school without being accompanied.
Red	They must be accompanied by a member of staff at all times – the member of staff being visited is responsible for this.
No Lanyard	If a member of staff comes across a visitor at a different entrance or part of the school, they should personally escort the visitor to reception.

