



## VISITORS POLICY

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<b>Person responsible for policy:</b>	Andrée Barnard
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<b>Review date:</b>	June 2024

### **Contextual Information**

Park Lane School forms part of Cheshire East LA'S provision for pupils with severe and complex learning difficulties, which includes pupils with additional physical and sensory impairment as well as those pupils on the Autistic Spectrum Continuum. The school is situated within Cheshire East with a catchment area that includes Congleton, Wilmslow, Knutsford and Poynton. There are currently 9116 pupils aged from 2-19, with boys and girls being distributed almost equally. There is a very small percentage from ethnic minority backgrounds

### **Introduction**

This policy has been written in consultation with staff and is intended to give informative and friendly advice to everyone who enters and uses Park Lane School. The policy is also intended to ensure that everyone knows the procedures for visitors coming into school. We recognise how valuable visitors to school are and are keen to use their expertise to enhance the curriculum and experiences of the pupils. However, our priority is the safety and wellbeing of all our pupils and staff. Therefore we have introduced clear procedures for visitors coming into school.

### **General Overview**

On entering school, all visitors must report to the reception, give their names and state the purpose of their visit. They will then be directed the signing in screen to input their details and receive a visitors' sticker which they will be asked to wear throughout their visit. All visitors will also be given a lanyard and badge to wear. There are different coloured lanyards for different visitors and these will be distributed accordingly: green lanyards for visitors who have an enhanced DBS which school has a record of, red lanyards for visitors who do not have an enhanced DBS check and orange lanyards for Governors who all have an enhanced DBS check which school have a record of. Visitors with green or orange lanyards can move around school on their own, but visitors wearing red lanyards will have a member of school staff with them at all times.

### **Returning the badge and signing out**

Visitors' lanyards and badges should be returned to reception when the visitor is ready to

leave. When visitors return their badges they should be directed to the screen to digitally sign out, so there is a record of what time they left the school building.

### **Visitors without badges**

Any visitor not wearing a badge will be challenged by staff. Staff are aware that as part of their responsibility to maintain the safety and wellbeing of all pupils in school they should challenge any visitor who is not wearing a visitor's badge. Infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

**If staff see a visitor who is known to them but is not wearing a badge, the chances are that they have not followed the correct visitor's procedures (see above) and so it is the staff's duty to politely remind them of our protocol and request that they return to the office to obtain a badge.**

No visitors should be given the codes for opening the entrance doors.

### **Contractors**

Contractors coming into school to carry out work/maintenance during the school day will be asked to follow the signing in process and will be issued with a visitor's badge. They will then be overseen by the site manager who will escort them to where they need to be and ensure there are no issues with pupils accessing the area where the contractors are working. Contractors coming onto site should be asked about their requirements for door access etc. If constant access is needed they will have to come to an agreement with the management about when they can carry out the work so that pupil's safety and wellbeing is not compromised.

### **Students and Volunteers**

Students and volunteers will have made arrangements with a senior manager prior to their pre placement induction or commencement of their placement. They will have been taken through the health and safety procedures and practices for their placement and if they are over the age of sixteen and are going to be a regular visitor in school over many weeks, they will be asked to complete paper work to apply for a DBS check. Students and volunteers will never be left unsupervised with pupils and will not be asked to escort pupils from and to the front door at the beginning and end of the school day unless a member of Park Lane staff is with them. Students and volunteers will be asked to follow the signing in process but on receipt of their visitor's badge may proceed to the classroom they will be working in.

### **Parents Visiting**

All parents must follow the visitor's procedure and obtain visitors' badges at all times no matter how well they are known to staff. This will also be the case if they have pre-arranged meetings with teachers and other professionals. They must abide by all procedures as they will not be known by everyone on site and will therefore be challenged by Park Lane staff if they are not wearing badges (as part of our responsibility and duty of care to the pupils).

### **Parents bringing pupils into school or collecting them due to medical appointments**

Parents who bring pupils into school after the start of the school or come in to collect their child before the end of the school day due to hospital, dental appointments etc. need to sign their child in/out at reception and then wait in reception for their child to be brought to them or collected from them by a member of school staff.

### **Polite Note**

Parents must always follow the signing in procedures. Parents and carers should not walk through the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupil's and staff alike.

If parents wish to discuss issues with staff they can do so via home books/email and letters, or speak to staff in a phone call at the beginning or end of the day. Staff are also happy to meet parents and carers after school. Discussion should not take place in class in front of pupil's or during lesson time.

### **Transport Drivers and Escorts**

Many pupils arrive at school and leave on Local Authority provided transport. Drivers and escorts for this transport must wait for the pupils in or by their vehicles and should not come into the entrance porch. In line with the school entrance and exit plan, staff will collect pupils from or hand over pupils to the drivers and escorts at the beginning and end of the day. This procedure is always overseen by a senior manager who ensures the welfare and safety of all pupils entering and exiting school as well as dealing with any transport issues which may occur.

### **After school hours**

Park Lane School often has visitors after the end of the official school day. Workmen will generally ask for the assistance of the site manager and it is the responsibility of the member of staff or site manager to ask these visitors to follow the protocol above as staff and pupils may still be on site due to after schools clubs. .

Therefore it is important that **ALL** staff are knowledgeable about the Visitors policy and where badges are kept etc.

There are also a number of community users which utilise Park Lane School's hydro pool after the official end of the school day and these 'User Groups' also need to follow the protocol, so that the office staff and/or site manager are aware of their presence in the building.

### **Review**

This policy and procedures will be reviewed and updated annually

Andrée Barnard  
Assistant Head