

IncludEd Learning

Independent Specialist Education Provider



SCHOOL VISITORS POLICY

Overview

The safety of our children and staff is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

Objectives

1. To prevent unauthorised persons from entering school.
2. To make visitors welcome.
3. To ensure that visitors are monitored and checked.
4. To monitor visitors carefully during their time in school.
5. To be able to account for, and locate, visitors at all times.

Strategies

- ➔ External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
- ➔ All visitors will report to the main office where they will be welcomed and asked for their details/identification and if they have a DBS clearance number they will also be asked for the name of the person they need to see.
- ➔ Visitors will be asked to read the Visitor Information leaflet which gives them key information about what they will be asked when entering school, explain that they should not use their mobile phones whilst around students, tell them what to do if the fire alarm goes off or if they are concerned about the welfare of a child. (more frequent visitors, e.g. regular supply, SEND support workers, sport coaches will be given a more in depth leaflet and regular visitors an induction into school session)
- ➔ Visitors must sign-in on the visitor list and sign out as they leave.
- ➔ Each visitor will be given an identification badge that must be worn visibly at all times.
- ➔ Visitors' identification badges must be collected in by the staff before the visitor leaves.
- ➔ Visitors will be asked to wait in the main office until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them out of the school at the end of their visit.

- Visitors will be accompanied, or supervised, during the whole of their time in school.
- A member of the SLT will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity to the staff member. He/she will alert senior staff of their presence.
- The Head of School must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
- Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the police should be summoned to remove them.

Outcomes

This policy will promote the excellent ethos of the school. It will ensure that students and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.



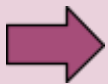
Welcome to IncludEd Learning Independent Specialist School especially if you are visiting us for the first time.

Before signing in please take a few minutes to read the following safeguarding information.

In order for our students and staff to feel safe and our parents confident in our care or their children we adopt strict safeguarding procedures. The 4 things below will help us to do this when visitors, like yourself, who we may not have met before, are in our school.



We will ask you who you are and why you are visiting us.
We will also ask you if you have any identification or a DBS clearance number.
We will ask you to sign in and wear an identity badge. A member of staff will take you around school and will be with you at all times. If you are another professional who has a DBS check you will be able to work with the student unaccompanied.



If you are concerned about the safety of any child in our school or if you are concerned about the conduct of a member of staff or a volunteer in our school, you must report this to the Designated Safeguarding Lead - Ms Noreen Khan (Head of School) or Mr Paul Dearden (SLT/DDSL) / Mr Adeel Kean (SLT/DDSL) in her absence.



Please do not use a camera or your phone to take photographs of any of the students. Please do not use your mobile phone whilst on the school premises. If you do need to use your phone for work purposes please come into the office to do so.



If the fire alarm goes off make your way outside to the front of the building following the fire exit signs. Staff and students do regular fire drills so will know what to do when they hear the alarm. If you are working with a student they should walk with you to the front of the building. If the student, you are working with is visiting the toilet or has gone back into their classroom when or before the alarm went off please let a member of staff know as soon as possible.

**Thank you for helping us to keep our children safe.
Sign yourself in and welcome to our school.**