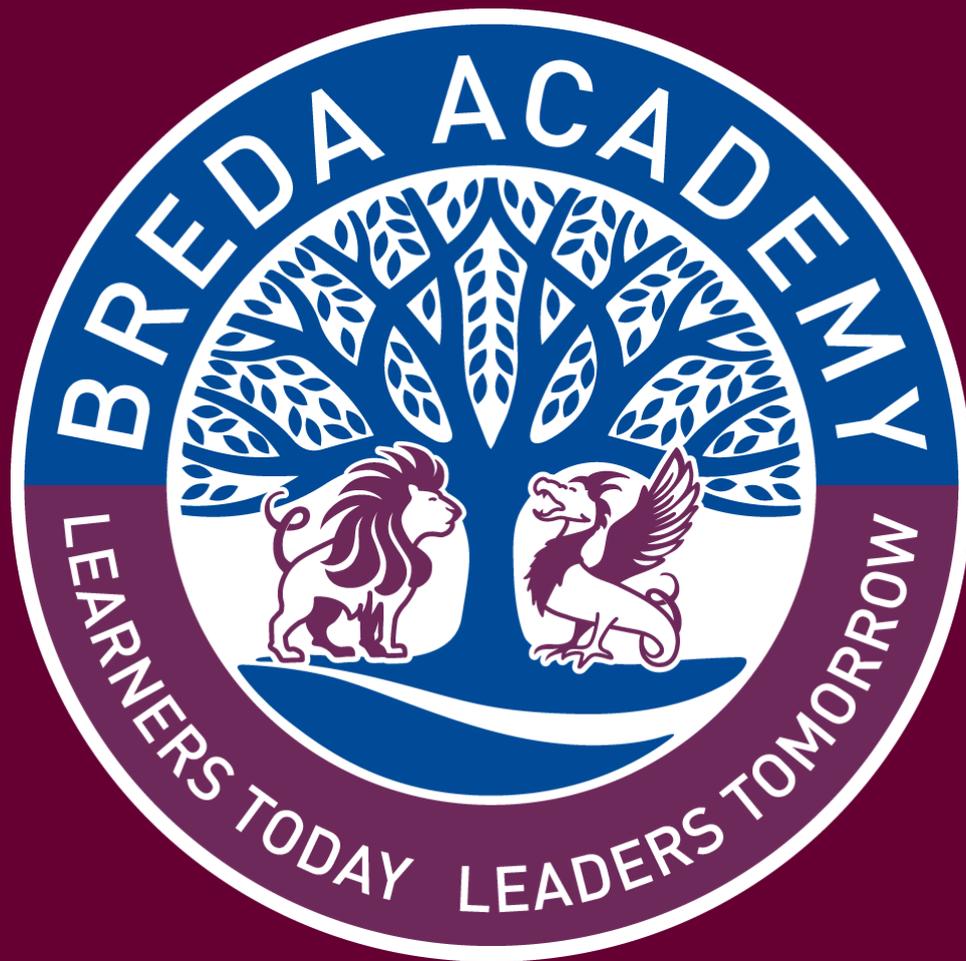


# VISITORS POLICY



**BREDA ACADEMY**

## **Visitors to the School**

- All visitors to the school are directed to the front reception desk by signage placed at the front door of school and they will be greeted by the school receptionist. They must also follow procedures set out below;
- Use the main front door into school (for Safeguarding the two gates into the back of school are locked at the start of the school day and only opened by the caretaker as requested by the school office);
- All visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances;
- At reception, all visitors must state the purpose of their visit and who has invited them. They will be asked to sign the Visitors Record Book which is always kept in reception making note of their name, organisation, who they are visiting, car registration and visitor badge number;
- All visitors will be required to wear a Visitors Badge in a Lanyard around their neck – the badge must remain visible throughout their visit;
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to the front reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must and will not be allowed to move about the site unaccompanied.

## **Contractors**

As above but Contractors have a Contractor Badge worn in a lanyard which they must always wear and is always visible. The school Caretaker is responsible for the collection of the Contractor/s from the school reception and for ensuring they read and sign the Asbestos Awareness Register and then accompany the contractor/s to their work area.

## **Visitors Departure from School**

On departing the school, all visitors /contractors must leave the school building via reception and sign out with the school receptionist by;

- Entering their departure time in the Visitors Record Book alongside their arrival entry time;
- Returning their allocated visitors / contractors' badge and lanyard to reception.

## **Unknown and/or Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge should be challenged politely by any member of staff to enquire who they are and the reason for why they are on school site and procedures below followed;

- They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The procedures under 'Visitors to the School' above will then be applied;

- If the visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or a VP or member of SLT member if he is not available) should also be informed as soon as possible;
- The Principal will assess the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that the police will be contacted for assistance if they do not leave the school buildings and/or grounds.
- All incidents of unknown/uninvited visitors are to be recorded electronically and to include a witness/es statement/s of events by the Safeguarding Designated Teacher for future reference.

### **Governors and Volunteers**

All governors and parents/carers volunteers must comply with completing Access NI and DBS checks and verify their identification. Copies of these documents will be held securely by the school inline with GDPR guidance and directives. The School must ensure all documentation is current and no older than 3 years.

All Governors and volunteers must sign in as per process outlined above.

New governors will be made aware of this policy and familiar with its procedures as part of their induction.

### **Staff Development**

As part of their induction, new staff will be made conversant with this policy.

### **Policy Review**

The policy will be reviewed again before May 2023



Signature – Principal

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Signature – Chairperson of the Board of Governors

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Date: 19<sup>th</sup> May 2020

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