

# PINNER

HIGH SCHOOL

Policy	PHS Visitors Policy
Date of Review	April 2019
Reviewed By	Headteacher
Date of Approval	June 2019
Approved By	LGB
Date of Next Review	April 2022
Statutory/Non Statutory	Non Statutory
Website/Non Website	Website

# Visitor Policy

## Introduction

Pinner High School welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the school that they make.

However, to ensure that safeguarding requirements are met, visitors must be made aware of and adhere to the school policies and procedures, in particular DBS checks and Health and Safety requirements. For the purposes of this policy, parents/carers are also classed as visitors.

Safeguarding Guidelines and Fire Evacuation Procedures are available for all visitors in the Visitor's Sign-In folder on Reception.

## Principles

All School staff and students will be made aware of the School's policy for visitors.

If a member of staff or student meets anyone in the School who are not obviously members of the school community and are not wearing Pinner High School visitor identification, they should politely enquire of the visitor if they require help and direct them to Reception.

If they are in any doubt of the legitimacy of the person, they should inform a member of senior staff immediately.

## Procedures

In order to ensure the safety of our students and to make the most of classroom input by visitors, and to ensure that this input is appropriate, the following guidelines will be followed:

- Staff should inform Reception if they are expecting a visitor.
- Visitors should use the main school entrance and report to Reception on arrival.
- All visitors must sign in and collect a visitors badge.
- Contractors should be signed in before being introduced to the Caretaker who will provide relevant site access as required.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.
- All visitors shall be requested to wear an appropriate form of identification when on the school premises.
- Regular visitors working with students in the school are required to go through DBS procedures unless safeguarding assurances from their employer or agency have been sought and confirmed in advance of their visits.
- The School will seek confirmation from organisations for representatives who visit the school on a regular basis that safeguarding checks including a satisfactory DBS disclosure and safer recruitment checks have been completed.
- Visitors should be met in Reception and be escorted into the school by the member of staff responsible for the visit, or their representative.
- Visitors should be made aware of fire regulations and any Health and Safety and Safeguarding policies and procedures.
- Visitors to the classroom should be made aware of the School ethos and must comply at all times with the school's policies, administrative rules and School procedures.
- All visitors must return the Visitor's badge before leaving the site.

April 2019

JSm