



# Richard Lander School

## Policy for Visitors

Welcome to Richard Lander School - we hope you enjoy your visit, and the hospitality shown by staff and students alike.

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

### ***Please could all visitors therefore:***

- Park in the designated 'visitors' car parking bays. (If this is not possible, please park in an available bay and report that to reception)
- On arrival in school, use the main school entrance and report and sign in at reception, showing proof of identity
- Wear a visitors' badge which is issued at reception
- Read the visitors' induction pack issued at reception
- Wait in the seated area in reception until collected by the relevant member of staff
- Ensure that at all points during the day, you are accompanied by the member of staff who has invited you in
- Use only the staff cloakrooms when needed
- Sign out at reception on leaving the school, returning the visitors' badge
- Should there be a fire evacuation, the member of staff you are with will accompany you out of the building and to the visitor assembly point (details in induction pack)



# Richard Lander School

## Policy for Staff

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

In conjunction with this policy, staff should also read the 'Richard Lander School: Policy for Visitors' policy

### ***Visitors whose purpose is to meet with staff:***

If you have arranged for a visitor to meet with yourself or another member of staff, please ensure that:

- Reception staff are informed in advance, so they can put it in the booking log
- You have spoken with your visitor prior to the visit, drawing attention to the following:
  - They should park in the visitors' car park
  - They should report to main reception and sign in, showing proof of identity
  - They should then wait in reception, to be collected by yourself (not by a student)
- Any visitor to the school is at all times accompanied by yourself or another member of staff to whom that responsibility is delegated
- At no point should a visitor be on their own with children
- Visitors only use staff cloakrooms if needed
- At the end of the visit, you accompany visitors to reception where they will sign out before leaving
- If there is a fire evacuation, you accompany visitors to the dedicated assembly point, adjacent to the tennis courts and bike sheds (see the school's fire evacuation policy)

### ***Visitors whose purpose is to work with students in some capacity:***

Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals (eg Connexions).

Staff who arrange for visitors to work with children should meet with Mrs Thomas (Designated Senior Person) prior to formally agreeing the visit, to discuss arrangements. Mrs Thomas will give guidance regarding any specific safeguarding matters.

Please be mindful of the following guidance, which attends to safeguarding issues:

- Staff should ensure all the bullet point protocols above are complied with, as they apply equally to all visitors
- Any visitor who is not CRB checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building
- If a visitor is CRB checked, then at times they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed with Mrs Thomas in advance
- Regular visitors to the school must have a CRB check. Again Mrs Thomas can give advice on this

- Any visitor delivering a lesson or assembly must agree the content and tone of that with you, prior to the visit taking place. The content and tone must be in line with the Richard Lander School ethos, be fully compliant with all Equal Opportunities legislation and take into account the age and ability of the students