

KING EDWARD VI HIGH SCHOOL

VISITOR POLICY

**Encouraging and supporting all our learners to
"Be the best that they can be"**



Approved Date October 2016

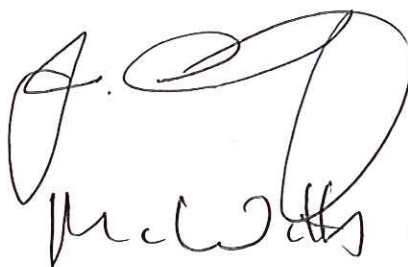
Head teacher

Mr J Christey

Governor

Mrs M Witts

Review Date as required





King Edward VI High School

A Language College

Headteacher Mr J Christey
West Way, Stafford. ST17 9YJ

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King Edward VI High School Visitor Policy September 2016

Here at King Edward VI High School we welcome visitors for a variety of reasons, and we hope that each of you who spend time at our school are happy with your experiences here.

Key Information

Address:	King Edward VI High School West Way Stafford ST17 9YJ
Headteacher:	Mr J. Christey (Designated Safeguarding Person)
Deputy Headteacher:	Mr R. Smith
Chair of Governors:	Mrs M. Witts
Telephone number:	01785 258546
Email address:	office@kevi.org.uk
Website:	http://kevi.org.uk



King Edward VI High School has a large number of visitors throughout the school day. We believe strongly in our Health & Safety and Safeguarding procedures and take our obligation to fulfil our legal duties in managing this seriously. Therefore, please read this information below and follow the guidance laid out, so that we can ensure all students, staff and visitors are safe and protected.

This policy is deemed effective for visiting between the hours of 8:30-4pm.

Please note this is a strictly No Smoking site.

There is parking available on site but this is limited. Please adhere to parking guidance and signage, including the speed limit which is 10mph on site.

We use CCTV to monitor our site. You can request further information regarding this at Reception if you wish.

When arriving at school please use the main school entrance, which can be found by following the 'Reception' signs placed at various points on the school building.

Once you sign in at Reception you will be issued with a badge, the kind of which will depend on your reason for visiting. If you are a contractor or a professional from an outside agency you will be required to show some photographic ID.

Please ensure the badge that you are provided with is displayed at all times. If it is not members of staff have the right to challenge your presence within our school.

Please read the leaflet provided to you upon signing in, it contains key information regarding Health & Safety and Safeguarding.

You will be directed to sit in our Waiting Room whilst the appropriate member of staff is contacted to collect you. Please do not wander around the corridors or go anywhere without being accompanied by the member of staff that you are visiting, if this is applicable.

If you wish to use the cloakroom/toilets the member of staff accompanying you can advise. The staff cloakroom will be used in these circumstances.

We will not tolerate aggressive, rude or inappropriate behaviour in our school, whether directed at a pupil or staff member. If we feel that this has not been adhered to we have the right to ask you to leave the school site immediately.

We ask that mobile phones are not used where children may be present, including corridors. We take our pupils' right to privacy and protection very seriously and photography or videoing by visitors is not permitted unless the proper permissions have been granted by the Headteacher.

Upon finding a fire please raise the fire alarm at the nearest point and exit the building at the nearest and safest point possible.

Upon hearing the fire alarm please exit the building via the nearest & safest route available. The evacuation point is located on the coach park behind the Sports Hall.

Thank you for visiting King Edward VI High School and for following our Visitors Policy to ensure the safety of our pupils, staff and all visitors. We hope to see you again soon.

Policy for staff

This policy should be followed for any person who may enter this site. It is not intended for those who are already a member of staff/volunteer here or those who are entering the site as a Parent or Carer.

Visitors whose purpose it is to meet with staff

Staff must inform the Office Manager of the visit prior to it happening.

The member of staff must discuss the visit with the Health & Safety/Safeguarding Officers at the soonest opportunity, so that a Risk Assessment for the visit can be completed and the level of DBS check or supervising required can be established and put in place.

The member of staff should direct their visitor to this policy, explain what the visitor must do on arrival and also ensure that they bring photographic ID with them when they arrive.

You are responsible for your visitor and you must accompany them at all times whilst they are on the school site. At no point should they be on their own with a pupil.

If you cannot supervise at all times, then measures must be put in place where another member of staff can.

Please ensure that visitors use Staff facilities.

You should accompany visitors during fire evacuation procedures.

Please accompany your visitor/s to sign out & return their visitors badge before they leave the school site.

Visitors who work with pupils in some capacity, contractors or professionals undertaking work on site.

Visitors to the school may work with children in various capacities. They could be delivering assemblies, working with small groups of children, providing 1:1 tuition, delivering targeted support to a child, volunteering or completing work experience. We also have numerous contractors and other professionals who need to undertake work on our school site at various times.

All requests for this work must be passed through the Senior Leadership Team. In turn a risk assessment and DBS assessment can be completed by the Health & Safety Officer and Designated Safeguarding Leads.

Please note: We have a thorough Visitor and Guest Speaker Assessment process, and this includes assessing the level of DBS check that is required. Any person who is coming to undertake work, volunteer or engage in certain activities at our school will be expected to have the correct level of DBS check if our assessment outcome states this is required. This should be provided prior to the visit if possible, by the visitor or the company they work for. If this cannot happen and no evidence is provided when they arrive then they will be not be permitted to undertake the work you wish them to do. This is not applicable for parents/carers visiting for events, meetings or other activities.

Any visitor who does not have the appropriate DBS check must not be left alone with a pupil or be given the opportunity to be left alone with a pupil.

If it has been agreed and assessed as appropriate to their work beforehand, as stated above, then those with an Enhanced DBS check do not need supervising on site. Please clarify with the Bursar or Deputy Safeguarding Officer prior to their visit/work.

As part of the pre-visit assessment we will look at the individual, company or service that is intending to work with our pupils. We expect them to deliver content that is in line with our Ethos here at King Edward VI High School and that complies with our Radicalisation Policy as part of the Prevent Agenda.

This policy has been produced in line with Keeping Children Safe in Education 2016.