

Harlington Upper School



Visitor Policy

Edition 2: May 2015

Policy Number: HUS036

Approved By: Business Committee

Document Control		
Edition	Issued	Changes from previous
1	10/05/2012	None- replaces the School Visitor policy
2	21/5/15	Internal review – minor change to clarify arrangements for regular and periodic visitors. Addition of Appendix 1

Review Frequency: every 3 years

Review date: May 2018

Harlington Upper School Visitor Policy

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and visitors themselves can benefit from contact with the pupils and staff. Bearing in mind the importance of security, visitors are welcome in Harlington Upper School.

- All pupils and adults are expected to behave in a way that is respectful and courteous.
- Visitors to Harlington are required to:
 - Enter and leave by the main entrance.
 - Sign in at the reception.
 - Wear a visitor badge visibly that they are issued with by reception.
 - Sign out and return their badge to reception before they leave.
 - Dress in a way that is appropriate for a school setting.
 - Keep information relating to students confidential.
 - Pass any cause for concern to an appropriate member of staff and if the concern is of a child protection nature, advice must be sought from a senior member of staff without delay.
 - Be accompanied at all times, unless recorded on the list of regular visitors.
 - Read and understand the fire evacuation guidance.
 - Respect that the site is a non-smoking site.
- Unless visitors are DBS cleared, they will not be unaccompanied on the school premises. All visitors will be under the supervision of a named member of staff. Visitors must not pass the main reception area unaccompanied.

Regular visitors

Regular visitors to school will be subject to the same safeguarding scrutiny as permanent members of staff. A register is held of regular visitors (which includes peripatetic music teachers, site staff, catering and cleaning staff etc) . The list includes information about DBS clearance. Regular visitors must sign in and out and wear a visitor badge visibly at all times.

All visitors

- Visitors will be given appropriate fire evacuation guidance on arrival at school together with the information on Appendix 1.
- Information relating to pupils must remain confidential. If a visitor has a cause for concern the information must be passed to an appropriate member of staff and if the concern is of a child protection nature, advice must be sought from a senior member of staff without delay.

- Any visitors on site are expected to wear their visitor's badge - those who are not recognised, or who are not appropriately badged will be politely asked their business.

- Visitors will also be made aware of the context of the lesson they are to deliver or contribute to, preferably, in a planning meeting or discussion beforehand.

- If a member of staff is contacted by an outside agency/individuals requesting permission to visit lessons, observe teaching, etc., permission must be obtained from a member of the Headteacher Team before any agreement is made.

- Speakers at assemblies/Citizenship/lunchtime meetings, etc., need to be cleared by a member of the Headteacher Team.

- Visitors are reminded that Harlington Upper School is a "no smoking site".

Information given to visitors on arrival at Harlington Upper School

Visitors to Harlington are required to:

- Enter and leave by the main entrance.
- Sign in at the main reception.
- Visibly wear a visitor badge that they are issued with by reception.
- Sign out and return their badge to reception before they leave.
- Dress in a way that is appropriate for a school setting.
- Keep information relating to students confidential.
- Pass any cause for concern to an appropriate member of staff and if the concern is of a child protection nature, advice must be sought from a senior member of staff without delay.
- Be accompanied at all times, unless recorded on the list of regular visitors.
- Read and understand the fire evacuation guidance.
- Reminded that the site is a non-smoking site.