

Dawlish Federation of Special Schools

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VISITORS POLICY

Both Ratcliffe and Oaklands Park School welcomes parents and other people to visit the School/residences and recognises the important contribution and potential benefits which can result from increased interaction with the public.

However, at the same time, both schools have a legitimate interest in Safeguarding and protecting the safety and welfare of students and staff members, avoiding disruption to the educational process, and protecting schools' facilities and equipment from misuse and vandalism.

A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to school. It is the intention that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises.

The control of visitors is a fundamental part of safeguarding students, staff and property. Achieving the right balance will lead to increased external visitor involvement, and possibly a better understanding of how the schools' operate and the challenges facing both Ratcliffe and Oaklands, and an increased sense of collaboration and cooperation between the community and the school. The Dawlish Federation maintains the right to place limitations on visitors to avoid disruption.

The Executive Principal has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Executive Principal considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.

Staff shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with any such information as may be necessary to ensure and enhance a cooperative relationship between home, schools or the wider community.

General Requirements for Visitors.

The following procedures and arrangements apply to visitors to either school:

A visitor is defined as any adult person (over the age of 16) seeking to enter the School premises who is not a pupil, employee of the school or the immediate families of resident staff.

Whenever possible, visitors should obtain authorisation from the school in advance of the visit. They should contact the school office during the school day or the residences during the evening.

All visitors must comply at all times with school policies, administrative rules and regulations, a brief resume of which will be given to all visitors to read when registering at the relevant welcoming point.

The “day to day” responsibility of Security and Visitor procedures and arrangements has been delegated to the Admin team on arrival at the school.

Both Ratcliffe and Oaklands Park Schools operate from two distinct locations. The Main School buildings and the residences. Each unique location has its own inherent security implications, with procedures and arrangements to control access and ensure that unauthorised visitors do not present a risk to students, staff, visitors or property.

Visitor Arrival

- All Visitors should immediately report to the Main Reception Area.
- In the interest of Security and Student Safeguarding all visitors and contractors are politely requested to strictly abide by the school procedures and the signing in and out procedure.
- All visitors to be issued with visitor identification badge; these must be visibly worn at all times.
- Staff inviting visitors or contractors to school must inform them of the signing in procedure and give directions to the relevant welcoming point.
- Staff are also expected to inform admin of any said arrival.
- Access Levels are dependent upon individual members of staff either opening or closing doors and the need for constant vigilance.
- Security access within the school is managed at two levels:
 - There must be no unrestricted public access when Students are present in the residential provisions.
 - School Areas – Such as classrooms or the library, where visitors may be present if accompanied by a member of staff or designated guide.

Usual visitors fall into one of the following categories:

- Parents/Carers of pupils in School and those interested in Student admissions
- Adults seeking employment.
- Teachers, Students, Parents from other educational establishments on experience visits or attending sporting fixtures.
- Student teachers on placement.
- Contractors
- Former Staff and Students.
- Service providers e.g. postman, dustman etc

Reason For Visit

The reasons for the visit can be varied but would typically include:

- Invitation to visit a specific lesson.
- Taking a specific lesson.
- Attending a specific meeting.
- Attending a public event.
- Attending sports fixtures.
- Working with specific pupils.
- Working on site.
- Visiting Staff
- Delivery or collection of goods.

Contractors

Contractors are required to sign 'in and out' at the School Main Reception areas. Signing in is required at the beginning of each and every shift regardless of the duration of time and Contractors must be issued with a Contractors identification badge. These must be visibly worn at all times.

Vehicles and Parking at the School

Parking of any vehicles is strictly restricted to the Main School Car Park unless permission is granted to park in other areas around the school which will be authorised by the Admin team or Executive Principal.

There is a strict speed limit around the School

Unknown/Uninvited Visitor

Any visitor who is not clearly wearing an appropriate identity badge should be politely challenged to enquire who they are and their business on the school site.

For example “Can I help you? “Can I direct you to the Main Reception, who are you here to visit?” If an unknown /uninvited visitor becomes abusive or aggressive, they should be politely asked to leave the site immediately, if they fail to follow the instructions they should be warned that if they fail to leave the school grounds, police assistance will be called for. It is the responsibility of **ALL** employees to verbally and respectfully challenge any individual on the school campus who is not wearing a Visitors’ I.D Badge.