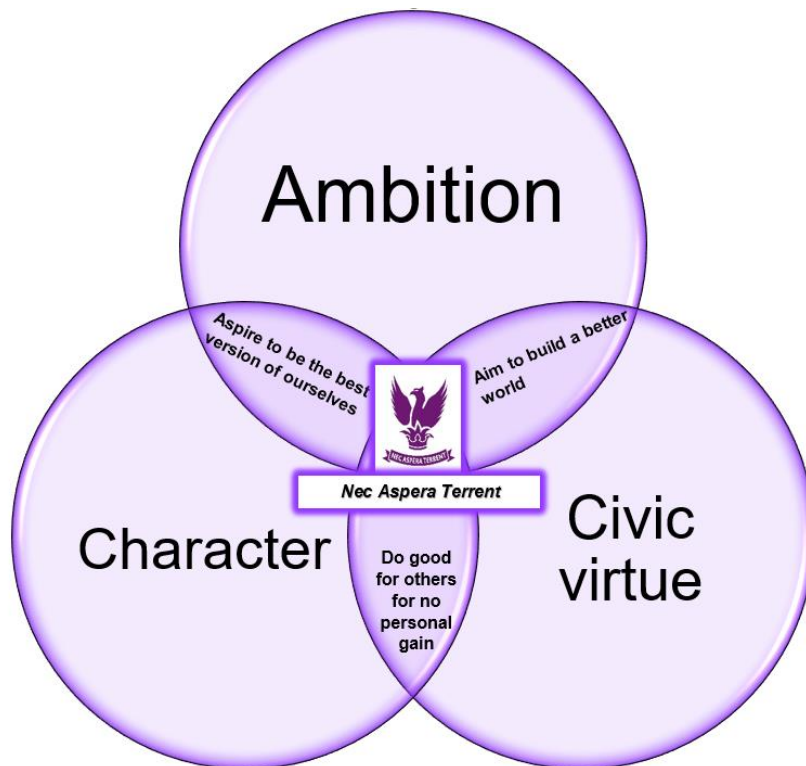




# DRAYTON MANOR HIGH SCHOOL

## VISITORS PROCEDURE



Ratified by the Governing Body: October 2023  
Date of next review: October 2024



## DRAYTON MANOR HIGH SCHOOL

### VISITORS

This guidance is intended to help schools manage visitors in a way that ensures the safety of students and adults on the school site. The responsibility for this lies with the Head, senior leadership team and the Governing Body.

All visitors to the school are required to report to Reception. Visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's 'Information for all visitors' handout which includes the Emergency Procedures and Safeguarding protocols. (Appendix A). This will be checked by the receptionist and all visitors must acknowledge they are aware of the procedures to follow whilst on the school site.

Visitors are not able to use any electronic devices during the visit to the school unless previously agreed with a member of the Senior Leadership Team and relevant risk assessments completed.

Visitors must not enter the school via any other entrance. They will be given a lanyard (red or green) Visitors issued with a red lanyard must be supervised on site at all time by a designated member of staff.

Visitors must wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination. Visitors are unable to use any mobile device whilst in reception or on school site. If a use of a device is required, this must be authorised by the Designated Safeguarding Lead or deputy.

On leaving the site, visitors must sign out and return their lanyard.

#### Staff expecting visitors

Members of staff are asked to inform visitors that there is no parking available on site and that they should park in one of the nearby streets.

Members of staff are asked to inform Reception of arrangements for parents/visitors and greet them at the time of the appointment if possible. Please make your booking in advance of a meeting or training course through the online room booking system.

### Unknown, Uninvited or Malicious Visitors (anyone not wearing a lanyard)

1. Any visitor to the school site who is not wearing a lanyard should be challenged politely to enquire who they are and their business on the school site.
2. They should then be escorted to reception to complete the Visitors to school procedures as stated above
3. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Senior Leadership Team will be informed promptly.

### Contractors

All contractors, after signing in and having relevant safeguarding checks, must be met by a member of the Premises, Inclusion or relevant faculty team in reception before carrying out any work.

### Parents Visiting School

- 1 The School makes every endeavour to involve parents in the education of their children. Parents wishing to come to the school should make an appointment.
- 2 Before making an appointment teachers should clarify the purpose of the meeting with the parent and consult with the Head of Faculty/Department and Head of Year. After contact with a parent the Head of Faculty/Department and Head of Year should be informed of the outcome,
- 3 Parents who come to the school without a previously agreed appointment must report to reception. The office will clarify the nature of the parents' visit and explain our procedure for making appointments. In urgent cases a senior member of staff will be called to Reception.
- 4 The above procedure should be followed in all cases and though we are a welcoming school, ad hoc arrangements should not be made.