

BROOMHILL BANK SCHOOL RESIDENTIAL



ACCESS TO SCHOOL PREMISES BY PEOPLE OUTSIDE THE SCHOOL. VISITORS AND UNCHECKED STAFF POLICY

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Date created/reviewed: Jan 2020	
To be reviewed: Jan 2021	
Statutory/Recommended Policy	

SUPERVISION OF ANCILLARY, CONTRACT AND 'UNCHECKED' STAFF

All visitors are required to enter Broomhill Bank School through the main door during the hours of 08:00 and 18:00. They will enter via a secure gate after informing reception that they have arrived. The visitor will be visible to reception by CCTV .

Visitors will be required to provide identification (official ID cards if from an agency or Local Authority or similar) and once checked, they will be required to sign in, given a red lanyard with their name and company clearly marked. They will then receive information, which informs them of our safeguarding procedure.

There is a separate telephone number for 'out of hours' which alert staff to the presence of a visitor.

Visitors will only be let in if staff are comfortable that the visitor is here for legitimate purposes. Staff should be completely satisfied before letting visitors into school and should ensure that they are accompanied when entering school. Staff should be aware of all visitors to the school and to the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed over to them. Anyone expecting a visitor to school should first clear it with SLT and then inform reception of arrival time.

The **process** is:

- All visitors are required to be 'signed in' at reception using the Visitors Book/Fire Register system. Visitors should then be issued with a Red lanyard titled Visitor and with a name card with the name of the visitor on this. The visitor's book will be completed in full stating their name, their company, who they are visiting, their vehicle registration and the date/time.
- When the visit has ended the visitor should sign out in the Visitors Book/Fire Register and put in the time of leaving. Passes should be handed back in to the School Office.

Any 'unchecked' staff, for example repair or maintenance contractors and ancillary staff will be supervised and not left alone with children. They should be given clear instruction as what to do if an unsupervised child or children enters the area where they are working. They must also be told about the importance of ensuring the security of any tools, equipment or substances they are using. They must also be informed what to do in the event of a fire alarm.

No visitors or ancillary staff will have access to the boarding houses unless accompanied by a member of staff.

No visitors or ancillary staff will be given keys to any premises.

- **Inappropriate visitors.** If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission. A member of SLT should be contacted as soon as practicable. The Police should be informed if the situation becomes threatening- SLT will make this decision unless they are unavailable.
- Family and friends visiting boarding

We will always ensure that people who are important to our students are welcomed into the boarding homes however they must not be left alone with any student other than their own. Families and friends will not be granted permission to be out of sight of staff within the boarding provision.

THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS

Where services or activities are provided separately, by another body using the schools premises, the Executive Headteacher and Governing Body will seek assurance that the organisations concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. If assurance is not achieved, an application to use premises may be refused.

The residential houses will not be used by anyone other than the residents and the residential team.

SECURITY

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-school community ethos and welcome comments from students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitor's badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

After School hours visitors are signed into the residence in the specific house they are visiting, they will be shadowed by a member of the care team.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.