



NORTHAMPTON HIGH SCHOOL

EXTERNAL VISITOR POLICY - VISITORS

Northampton High School has responsibility to ensure the safety of all visitors on site, whilst protecting the wellbeing of staff and students within the school community. Please take time to read this policy ahead of visiting school.

The guidelines are applicable to all site visitors, including, but not limited to prospective parents, external speakers, GDST representatives, Inspectors and educational officials, SGB members, contractors, supply teachers, recruitment candidates.

PRIOR ARRANGEMENTS

In order to verify your identity on the day of your visit, please bring photographic ID, such as a photocard driving licence or passport. Visitors attending without photo ID will not be permitted to access the site.

UPON ARRIVAL AT SCHOOL

- 1.1. Park in a designated visitor spaces outside Senior School or Junior School, unless directed otherwise
- 1.2. Upon arrival, report to the main reception, where you will be asked to provide a photographic ID to confirm your identity. In addition, please provide your vehicle registration number
- 1.3. Reception staff will issue you with a 'Visitor' badge, which must be worn at all times whilst on site and returned to Reception upon departure
- 1.4. Reception staff will explain emergency evacuation procedures, including how to exit the building/seek safety, in the event of an emergency tone sounding whilst you are in school.
- 1.5. Reception staff will telephone your host to advise them of your arrival – you will be escorted for the duration of your visit.

DURING YOUR VISIT

If you require first aid whilst in school, please contact the main reception by pressing '0' from any office phone. Reception will alert the well-being team.