



NORTHAMPTON
HIGH SCHOOL

GDST
GIRLE' DAY SCHOOL TRUST

NORTHAMPTON HIGH SCHOOL

EXTERNAL VISITOR POLICY - STAFF

The High School has responsibility to ensure the safety of all visitors on site, whilst protecting the safety and wellbeing of staff and students within the school community.

The following policy provides guidelines on responsibilities associated with an external visitor being invited onto the school site. Whilst variations to the circumstances and situations in which a visitor may need to access school, the below steps should be followed in all instances.

This policy is 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.

This policy should be read alongside the **Safeguarding and Child Protection Policy** and **Safeguarding Procedures** documentation.

1. PRIOR ARRANGEMENTS

- 1.1. It is the responsibility of the staff member involved in organising for an external visitor to attend the school site, to inform Reception in advance of the visit. They should confirm who is expected and the time, date, purpose and anticipated duration of the visit. They should also advise Reception over who will be the external visitor's host whilst on site
- 1.2. Reception staff should maintain a record of expected visitors, updating this document as and when notification is received of a planned visit
- 1.3. The staff member involved in organising the visit should liaise with the visitor to explain that on the day of their visit, they should bring photographic ID verifying their identity. Visitors attending without photo ID will not be permitted to access the site, unless already known to the host.

2. ARRIVAL OF EXTERNAL VISITORS

- 2.1. Reception staff should verify the external visitor's ID (using a photographic form of ID such as passport or driving licence)
- 2.2. Reception staff should check the visitor log to verify that the visitor is expected/ who their visit host is and update the log to confirm the time and date of the visitor's arrival
- 2.3. Reception staff should telephone the host to advise them of their arrival, (unless it has been pre arranged that the host will meet their visitor in Reception at a predefined time)
- 2.4. Reception staff should issue the visitor with a 'Visitor' badge, explaining that the badge must be worn at all times whilst on site and returned to Reception upon departure
- 2.5. Reception staff should explain the emergency evacuation and lockdown procedure, including location of muster points
- 2.6. The host should collect the visitor from reception and escort them for the duration of their visit, (or formally assign hosting duties to a colleague).

Within reason, all visitors should be accompanied by a member of staff at all times during their time on school premises. Where this is not reasonable, they should not be left alone with pupils.

Within reason, contractors should be accompanied by a member of staff at all times during their time on school premises during term time. Where it is not reasonable, pupils should be excluded from the area within which they are working.

3. DEPARTURE OF VISITOR

- 3.1 At the end of the visit, the visit host should return the visitor to Reception whereby they should be asked to return their badge to Reception staff
- 3.2. Reception staff should oversee the exit of the visitor from the building
- 3.3. Reception staff should update the visitor log, confirming the visitor's departure time and date.

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Reviewed by: Alex Hume, Director of Finance and Operations
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