



# Woolton High School

## Visitor Policy 2019-2020

### **Introduction**

We have many visitors to Woolton High School, such as parents and other agencies, all of whom are welcome on the school premises.

The Governors and Senior Management Team at school have a duty to ensure the safety of everyone on the school site and ensure that systems are in place to support this duty.

This policy aims to provide staff with guidance on the procedures for dealing with site security and trespassers on the school's premises.

### **General security**

The main school site entrance is restricted by electronic gates and access is controlled by a buzzer panel answered by reception staff / others who can be alerted to the presence of visitors to the school.

Visitors will be asked to identify themselves before being admitted and anyone refusing to do so will not be allowed entrance to the site.

Signs point to and identify the reception entrance immediately opposite the gates.

All visitors are required to report to reception, sign in, show identity documents where required and read the information displayed on the signing in document. This includes information about the school's safeguarding procedures.

### **Stranger on site**

If a visitor is not wearing a visitor's badge, they should be challenged by any member of staff and accompanied to reception.

They must then follow the procedure in relation to signing in.

If any member of staff has any concerns in relation to any visitor or stranger on site they must ask them to remain in the reception area and immediately inform a member of the Senior Management team.

If this instruction is ignored, the Head-teacher or a member of the Senior Management Team must be immediately informed and if the individual is believed to be a threat to the safety of anyone on site reception should be instructed to call the police immediately by a senior member of staff or colleague delegated to do so on their behalf.

Staff must not put their own or other's safety at risk and should seek the support of the Senior Management Team or Police if the individual becomes un-cooperative or abusive.

### **Intruder on site**

In the event of an intruder on site or attempting to gain access to the school building, the member of staff should immediately inform reception who will secure the main front entrance to the school building, they should also inform a member of the Senior Management Team who will either secure all access points to the building or instruct a colleague to do so their behalf.

All teaching and support staff will be made aware that all pupils are to remain under their supervision and outside areas of the school will not be utilised until the situation is resolved.

Should the intruder have gained access to the building or be observed to be in possession of a weapon:

The police will be called immediately by dialling 999.

All staff will be instructed to lock their classroom doors and stay away from windows.

Staff will remain in their classrooms until informed by the police or a senior member of staff that it is safe to exit.

### **Site ban**

Should any individual be prevented from accessing the site e.g. a parent we will issue a description and where possible a photograph for display in the office next to the access panel (out of plain sight), so that staff can recognise the person and restrict access.

**This policy was agreed by governors in September 2019**

**This policy will be reviewed by governors September 2020**