

## FINBOROUGH SCHOOL VISITORS POLICY

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which must be worn at all times on school property. They are to be accompanied by members of staff and advised of the school's emergency evacuation procedure and the way to the assembly point. Visitors should wait in reception until they are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out (and return their badges) on leaving. Visitors are advised of the fire procedure and the names of the DSLs when they sign in.

### **School Events**

When large numbers of visitors are at the school for meetings, concerts and other major events, brief announcements are made advising them of the location of emergency exits and assembly point that should be used in the event of fire alarms sounding.

### **Disabled Visitors**

It is suggested that visitors who are disabled let the school know in advance if they require any special arrangements. School staff will do their best to make sure that the visit is as comprehensive as possible, within constraints imposed by the topography and buildings.

The school has several fixed and mobile ramps and there is disabled parking outside next to reception and near the Sports Hall.

### **Security**

All main buildings have key pad locks and codes are changed at least annually. Boarding houses have different code combinations to further restrict access to these areas.

The school office and reception are manned between 8.00am and 6.00pm on weekdays during term time and between 9.00am and 4.00pm during school holidays.

### **EYFS - Access to school premises by people outside the school**

Finborough School aims to maintain the highest possible security of premises to ensure that each child is cared for safely whilst at the school.

Children's personal safety:

- All employed staff are checked for criminal records by an enhanced disclosure from the Criminal Records Bureau
- All children are supervised by adults at all times
- Whenever Early Years children are on the premises at least two adults are present with each class within the Early Years Department
- Detailed risk assessments are undertaken of all areas used by Early Years children, both indoors and outdoors, to ensure children are not made vulnerable within any part of the premises, nor by any activity.

Security:

- Systems are in place for the safe arrival and departure of children
- The arrival of children is recorded in a register on the school database

- Each Early Years class has a list of who will collect each child that day. Children are released only to these named carers unless other arrangements have been made through the office and with parental permission
- Arrival and departure times of visitors to the Early Years Unit are recorded in the visitors book
- The likelihood of unauthorised access to the premises is minimised through the use of coded locks on doors around the site.

Reason for Review/Amendments	Last review August 2018
Details of changes	<ul style="list-style-type: none"> <li>● Policy reviewed to ensure current legislation and practices are included.</li> <li>● Policy updated with changes to staffing and responsibilities.</li> </ul>
Date of next review	Annual review August 2019

Name	Position	Responsible for	Signature	Date
J Sinclair	Principal	Governance/ oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Control and Implementation (academic staff)		
K Walmsley	Headmaster's PA / Admissions	Document Administration (non-academic staff)		