

## VISITORS POLICY

### PURPOSE

- 1) To ensure clarity regarding the management and procedure around visitors at Dilworth School. The ultimate aim is to ensure that students can learn and enjoy extracurricular activities in an environment where they are safe from harm. The safety and security of Dilworth students is paramount and can never be compromised.
- 2) The school requires that all visitors (without exception) comply with this policy and that all staff are aware of their responsibilities where visitors are concerned.

### PROCEDURES

#### *Planned visitors to the school*

- Where possible the school office/reception staff should be informed of all pre-arranged visitors to the school.
- All visitors must report to the school office/reception first and should not enter the school via any other entrance.
- At reception all visitors should state the purpose of their visit and who has invited them. They should be ready to produce formal identification if necessary.
- All visitors must sign in using the Electronic Sign In/Sign Out System.
- Visitors will be escorted to their point of contact OR their point of contact will be asked to come to the school office/reception to receive the visitor. The contact is then responsible for the visitor for the full time that they remain on site.
- On departing the school, visitors should leave via the school office and sign out using the Electronic Sign In/Out System.

**NOTE: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.**

#### *Unknown/Unplanned visitors to the school*

- Any visitor to the school site who is not wearing an identity badge/identity clothing should be challenged politely to enquire who they are, their business at the school and asked whether they have signed in as above.
- If they have not signed in they should be escorted to the school office/reception and procedures outlined above followed.
- If a visitor refuses to comply, they should be asked to leave the site immediately and an appropriate senior manager informed promptly. They will then decide whether to inform the police.
- If the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, Police will be contacted.