



## Visitors Policy

Contents	Page
1. Introduction	2
2. Site Security	2
3. Visitors (Procedures on Arrival)	2
4. Visitors (Procedures on Departure)	2
5. Visitors Outside of Reception Opening Times	3
6. Procedures for dealing with unknown visitors	3
7. Overlapping Policies and Other Useful Sources of Information	3

<b>Appendix 1</b>	Health & Safety Information for Visitors	5
-------------------	--	---

<b>Date of last review:</b>	Autumn 2018	<b>Date of next review:</b>	Autumn 2021
-----------------------------	-------------	-----------------------------	-------------

### Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented

<b>Signed</b>		<b>Designation</b>	Chair of Governors
<b>Name</b>	J Hall	<b>Date</b>	Nov 2018



## Introduction

The school has a legal duty of care for the health, safety, security and well-being of all pupils and staff. This duty of care incorporates the need to safeguard all pupils from subjection to any form of harm, abuse or nuisance.

All staff employed directly by the School are appointed subject to safeguarding checks in recruitment selection and assessment as set out in the School's Safeguarding in Recruitment, Selection and Assessment Policy.

As a matter of course the School will verify the authenticity of persons requesting to provide services voluntarily or as part of a course of study or otherwise before responding to their request.

## 1. Site Security

All visitors should use the main school entrance off Ashbourne Road.

The gate on the side of the car park (B) and the garden gate (C) will be open at the start of the school day and for collection times and parents/carers should use these gates. When these gates are locked please use the Reception Gate (A). The gates by Post 16 and the Karten Centre Car Park (gates D & E) are for use by staff and Post 16 students only and access will not be available to parents, carers or visitors.

External groups using the sports hall will not be able to access the wider campus and entry for these groups will be restricted to the gate adjacent to S10 & S11.

## 2. Visitors (procedures on arrival)

- The school requires that **ALL VISITORS** during reception opening times, without exception, comply with the following policy and procedures. Failure to do so may result in the visitor(s) being escorted from the school site.
- If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission and refuse contact in the child or young person's best interests. The Headteacher or member of the Senior Leadership Team on duty should be contacted as soon as practicable. The Police should be informed if the person displays aggressive or threatening behaviour.
- All visitors, whether teaching or non-teaching, are required to sign in and obtain a visitors' badge from the main school reception. The reverse side of the visitors' badges details information about fire procedures and other important and useful information about the school site.
- All visitors must request entrance to the main campus via the CCTV controlled gate confirming their name and nature of their visit
- All visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They will be asked to produce formal identification upon request.
- Visitors will be issued with badges and lanyards; Visitors must wear badges and lanyards at all times when on the premises and return to Reception / Residence when they sign out.
- The visitor/s attention will be drawn to the Health & Safety information (see Appendix 1) detailed on the reverse of the visitors badge and the Safeguarding information to be read by visitors in the reception area. A BSL version of this information is shown in the visitors' waiting area.
- All visitors will be asked to sign the Visitor's Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.



- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

### **3. Visitors (procedures on departure)**

- On departing from the school, visitors must
  - be escorted by a member of staff to the main School Reception and MUST leave via Reception
  - enter their departure time in the Visitors' Record Book alongside their arrival entry
  - return their identification badge to reception
  - press the button on the gate so the gate can be opened allowing them to leave the premises

### **4. Visitors Outside of Reception Opening Times**

- All visitors outside of the main school reception opening times during term time must request access to the campus prior to arrival
- For groups using the Sports hall, access will be through gates adjacent to S10 & S11 only; access to the wider campus will be restricted through the locking off of other gates as part maintenance and security routines
- Upon arrival the appropriate member of staff, usually the Residential Lead, will be responsible for meeting the visitor at an agreed access gate.
- The person responsible for meeting the visitor will then ask the visitor to confirm their identity and the nature of the visit and provide proof of their identity before allowing access
- No visitor will be given an access code for any entrance gate
- The person responsible for the visitor will issue a visitors badge and draw attention to the health and safety information it contains together with safeguarding information for visitors
- As usual the start and finish times for all visitors to all residential houses will be noted in the appropriate Day Book kept in each residence
- No parent or carer will be given unsupervised access to other children and young people at any time
- All visitors are required to sign out of the visitors book at the end of the visit by the person responsible for the visit
- All visitors will be escorted off campus by the member of staff responsible for the visitor once their visit is over

### **5. Procedures for dealing with unknown visitors**

- Any visitor to the school site who is not wearing an identity badge must be challenged politely to enquire who they are and what their business is on the school site.
- If legitimate reason is apparent, they should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The procedures for arrival at the school will then apply as outlined above.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Leadership Team (SLT) informed.
- The SLT member will consider the situation and decide if it is necessary to inform the police.
- If an 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 assistance will be called for.

### **6. Overlapping Policies and Other Useful Sources of Information**

- This policy should be read in conjunction with the School's Health & Safety Policy, Supervision of Ancillary, Contract and 'Unchecked' Staff, Pupil Supervision and Access to School Premises by People Outside of the School Policies and Procedures.



- [Regulated Activity \(children\) - supervision of activity with children which is regulated activity when unsupervised.](#)
- [HM Government Regulated Activity in relation to Children:](#)
- [Keeping Children Safe in Education \(September 2019\)](#)
- [National Minimum Standards for Residential Special Schools updated April 2015](#)



## Appendix 1 Health and Safety Information for Visitors



# Health and Safety Information for Visitors

---

It is the concern of Royal School for the Deaf Derby to ensure your health and safety is assured at all times during your visit to our campus.

All visitors must report to Reception, sign the visitor's book and obtain a visitor's badge, which should be visible at all times. Please do not be offended if we ask for proof of identity when you sign in. Our staff is also encouraged to challenge anyone who is NOT wearing a badge. All visitors should sign out when leaving the campus.

## Safety Policy

In general the school's objective is to maximise the protection of all persons and assets and to minimise any risks that may arise through the adherence at all times to the procedures laid down.

## Safeguarding

Safeguarding children at RSDD is our highest priority. Visitors should not take photographs or videos of pupils and students. If you have any concerns that a child has been harmed, is at risk of harm or you receive a disclosure, please contact the main reception as quickly as possible and ask to speak to a Safeguarding Lead or call 07500 878592.

## Smoking

The school is a no-smoking campus and smoking including E-Cigarettes is not allowed at all on site.

## Violent and Aggressive Behaviour

The school is committed to providing a caring, friendly and safe environment for all staff, students and visitors. Violent and aggressive behaviour will not be tolerated.

## Entering the School

You will only be allowed into the School escorted by a member of the school staff or by prior agreement/arrangement where induction training will be undertaken.

## First Aid

The school has 2 nurses, trained first aiders and first aid equipment. A Health Centre is available if you should need it.

## Fire

In case of fire the following action should be taken:

On hearing the alarm/seeing the flashing red beacon

- Follow a member of staff by exiting the building at the nearest exit route.
- Close all doors behind you.
- Accompany the member of staff to the fire assembly point.

Do not take risks. Do not return to the building until authorised to do so.

