



**Hove Park School
Visitors Policy**

Date Ratified		
Date Ratified	Frequency of Review	Next Review Date
25.03.13	Every two years	Spring Term 2015
Staff Link	Committee	
Alison Weeks	Management and Finance	

VISITORS POLICY

It is the intention of Hove Park School/Sixth Form/Language College that every visitor is treated with courtesy and respect, made to feel welcome whilst on the premises and protected from potential health & safety hazards. It is also the school's intent that every student is kept safe from harm. This policy is designed to value all visitors whilst simultaneously safe-guarding students.

ALL visitors will be required to adhere to the following procedures at all times:

1. Report to Reception upon arrival
2. Sign the Visitor's Book
3. Present photo identification to both reception staff and those s/he has been asked to report to
4. Be issued with and clearly display a Hove Park School/Sixth Form/Language College Visitors' Pass. This will usually be a badge which can be attached to his/her person.
5. Have the signing out procedures clearly explained by the reception/office staff.
6. Have the fire safety and evacuation procedures explained upon arrival.
7. Be collected by, or escorted to, the staff member that s/he is visiting, by the reception/office staff.
8. Be accompanied by a member of staff at all times and be the responsibility of that member of staff whilst on the school premises.

It is the responsibility of ALL employees to verbally and respectfully challenge any individual on the school premises who is not wearing a Visitors' Pass.

School visitors are usually comprised of the following individuals:

1. Those who have business with the headteacher or other staff, whom have brief contact with students with others present throughout
2. Professionals from public bodies who visit the school to discharge their duties and/or assist its staff and students. Local Authority Advisers, Welfare Officers, Counsellors and specialist instructors fall within this category. As do school nurses employed by the Health Authority.
3. Contractors who come on site irregularly to carry out emergency repairs, service equipment or perform routine maintenance work. The vast majority of such duties will be arranged for school holiday periods.
4. Parents of students who are visiting staff in connection with their children. Most will be on site at the express invitation of an employee.
5. Volunteers who are in school in order to observe lessons or generally see how a school functions, with a view to pursuing a future career in education. Such visitors are deemed to be the responsibility of a designated member of staff throughout the duration of their time on the premises.

Any of the above whom have unsupervised access to students will have had their suitability to work with students scrutinised by the Local Education Authority and the Criminal Records Bureau.

Any visitors to the school whom are not included within numbers 1 to 5 of the above list, will be officially classified as employees, whether they be directly employed by the school or another body. ALL employees are required to conform to the Hove Park School/Sixth Form/Language College employees' student safe-guarding procedures as outlined by the Hove Park School/Sixth Form/Language College Child Protection Policy, Safer Recruitment Policy, and Brighton & Hove City Council's Local Safeguarding Children's Board Procedures (LSCB).