



Cookstown High School

Visitors Procedure

September 2018

Aims

We are committed to ensuring a warm welcome to Cookstown High School to all parents and visitors. While we welcome members of the wider school community and those invited to meet with pupils or staff, it is paramount that the safety and order of all in school is a primary concern. To maintain a safe environment, it is essential that all visitors to school during normal school hours follow the procedure set out below.

The aims of this policy are:

- To monitor all visitors arriving to and leaving from the school campus;
- To ensure that all visitors can be clearly identified around the school;
- To safeguard all pupils from any nuisance or potential harm;
- To highlight any visitors who have not signed in and followed the visitor procedure;
- To respond to such visitors in a timely and appropriate manner.

The procedure applies to:

- All staff employed by the school;
- All external visitors visiting the site during normal school hours, or for extra-curricular activities after school by arrangement (including parents, peripatetic tutors, sports coaches, examiners, invigilators, members of outside agencies);
- All governors;
- Pupils meeting teachers during study leave;
- Building and maintenance teams, and all other independent contractors;
- Transport staff (contracted taxi services, hired buses etc.);
- All other education-related personnel.

All visitors must comply with the Child Protection Policy and the Safeguarding policy of the school. Visitors who have not received training in Child Protection must remain in the company of a member of staff throughout their visit.

Visitor Procedure

All members of staff expecting a visitor must

- Notify Reception in advance;
- Meet the visitor at Reception, check the visitor's log has been signed and a visitor's pass has been prepared;
- Be responsible for the visitor for the duration of the visit;
- Escort the visitor back to Reception upon leaving, ensure the visitor's pass is returned and the visitor signs out of the log.

Staff at Reception must

- Contact the appropriate member of staff to receive the visitor;
- Ensure the visitor's log is completed with the date of the visit, the visitor's name, the name of the person being visited, and the visitor's signature;
- Provide a visitor's pass with the above information and additionally the name of the organisation and vehicle registration number of the visitor;
- Retain a copy of this pass in the Reception.

On arrival to school all visitors must:

- Report to reception;
- Provide name, organisation, car registration details, reason for visit, time arriving and name of contact in school;
- Complete visitor's log, receive a visitor's pass and wear this visibly throughout the duration of the visit;
- Not move around the school site unaccompanied at any time;
- Return the visitor's pass when leaving school and sign out of the visitor's log.

Unknown/uninvited visitors

All members of staff have a duty to inform the Senior Leadership team of any unknown or uninvited visitors on the school campus. Such individuals should be politely asked to show the visitor's pass and asked to display this clearly if they have not done so. If they do not have a visitor's pass, the individual should be escorted to the Reception to complete the Visitor Procedure.

In the event that the individual does not comply, a member of Senior Leadership Team should be contacted promptly.

The member of Senior Leadership will consider the situation and assess whether the PSNI should be notified. Any individual who becomes aggressive or abusive will be asked to leave the site immediately and warned that failure to do so will result in a complaint to PSNI.

Linked documents:

- Child Protection and Safeguarding Policy
- Health and Safety Policy



Cookstown High School Visitor's Log

NAME AND ORGANISATION, CAR REGISTRATION	DATE	VISITING	SIGNATURE AND TIME IN	SIGNATURE AND TIME OUT