



Roding Valley
HIGH SCHOOL

Visitors Policy

November 2017

Reviewed: November 2017
Approved: 23rd November 2017



Section 1: Rationale

This policy aims to improve security and safeguarding of the students around the school. It will help prevent theft and minimise the chance of intruders roaming the school.

Section 2: Purposes

- To ensure that all non-permanent staff members have a clear indication they should be on the site
- To clarify the reason for people to be on site
- To enable staff to refer any issues to a named member of the permanent staff
- To enable staff to feel more secure

Section 3: Guidelines for Action

Any person, who is on site and not a member of staff, should wear a Visitors badge at all times. If visitors are on site for more than a day, then they should be issued with a name-badge and this should be worn for the duration of their visit.

When a visitor comes into school they should:

- Go straight to Reception and sign in using the Inventory System
- Wear a visitors badge at all times
- Wait in reception until collected by the relevant member of staff
- Give their car registration, if applicable (to be held at reception only)
- Return the badge upon leaving and sign out

The Receptionist should point out the fire procedures on the reverse of the visitor's badge.

Visitors should not be allowed to roam around the school unattended during the school day unless they have a current DBS and this has been checked by the Personnel Officer.

If a visitor is going to be in school for a period of time e.g. GTP student, volunteer, then they should be provided with a photo ID badge and entered on the single central register by the Personnel Officer.

All staff must inform Reception/Finance in advance if they are going to have any visitors on site for more than **1 day**.