

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN

# The University Academy Holbeach

*Principal: Steve Baragwanath B.Sc. (Hons.)*

## **Visitor to School Site Policy**

To be reviewed annually  
Review date: October 2019

## **Introduction**

This document is intended to give informative advice to all those who enter and use University Academy Holbeach.

The policy aims to ensure that:

- ✓ Everyone knows the procedures,
- ✓ Class lessons are not interrupted,
- ✓ Pupil and staff safety is guaranteed
- ✓ Our relationship with the neighbouring community is not compromised by access to their homes being restricted.

All visitors must report to Main Reception, give their names, company (if applicable) and purpose of visit. From there they will be directed to the Visitors Book to fill in their details such as their car registration numbers.

They will be asked to read the fire regulations.

Reception Staff will check where visitors have parked to ensure that cars are not blocked in. A request to move the car will be made if necessary.

Visitors will then be issued with a Visitors Badge on a lanyard:

- Blue lanyards for apprentices – these must be visible at all times.
- Green lanyard for regular visitors with DBS clearance – anyone not employed through LCC with DBS MUST bring the certificate and proof of ID.
- Red lanyards for visitors without DBS who must be escorted at all times. It is the responsibility of UAH staff to ensure that they accompany these visitors at all times and escort them to the school exit via Main Reception where the red lanyard must be returned.

Visitors may be permitted to enter the school building unescorted if they have DBS clearance and are on the frequent visitors list. Otherwise they will be expected to wait until they are escorted to their intended destination. They will also be escorted at all times.

Staff are responsible to all visitors that they invite into the school and must ensure the procedures are adhered to and that visitors are escorted to leave the site where appropriate. This is appropriate for anyone wearing a red lanyard.

**If you are expecting a visitor to the school please check with S Paige to ensure you follow the correct procedures.**

## **Visitor badge**

Visitors will receive a badge which will contain details of action to be taken in the event of hearing the fire bell. Visitors will be required to:

- Sign in
- Read the fire regulations details on their badge

- State the purpose of their visit and with whom they are meeting (if this is applicable)
- Written down the registration of their vehicle in the visitors book
- Stated that their vehicle is correctly parked.

### **Returning the badge and signing out**

Visitor badges should be returned to Main Reception upon the visitor leaving. Staff will escort (where appropriate) visitors to the Main Reception. They will also remain with visitors at all times unless they are on the frequent visitor list.

### **Visitors without badges (known as well as unknown)**

Any visitor not wearing a badge must be challenged by Staff. Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil safety. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

If you see a visitor who is known to you but is not wearing a badge, the chances are that they have not followed the correct procedures (see above) and so it is your duty to politely remind them of our protocol and to ensure they are escorted to Main Reception to obtain a badge.

Occasional visitors should not be given the door access codes. They must not be given keys or equipment unless this has been agreed with the Principal and is for educational purposes. Workers should be challenged if trying to wedge doors open for their convenience e.g. workmen/women wishing to bring equipment into school.

Workmen coming onto site should inform the Site Manager or Assistant Site Manager about their requirements for door access etc. If constant access is needed they will have to come to an agreement with the Site Manager. If this is not possible then the workmen will have to be inconvenienced. (The need for school security and the welfare of pupils outweighs time and inconvenience to site workmen/women).

### **Parents visiting or bringing pupils into school after appointments etc.**

All parents must follow the visitors' procedure and obtain visitors badges at all times no matter how well they think they are known to staff. This will also be the case even if they have pre-arranged meetings with teachers and other professionals. They must abide by all procedures as they will not be known by everyone on site and will therefore be challenged by University Academy Holbeach staff if they are not wearing badges (as part of our responsibility and duty of care to the pupils).

### **Parents as visitors**

Parents who collect pupils from or bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to ensure that the pupil is signed

out /in at Reception. They must report to Main Reception and should not be invited to enter the school via Pupil Reception. Staff at Pupil Reception and Main Reception must ensure that this is done and that staff are informed via email if a pupil has left the site early.

### **Polite Note**

Parents must always follow the signing in procedures. Parents and carers must not walk through the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupils and staff alike.

If parents wish to discuss issues with staff they can do so via planners, phone and letters, or request that staff phone them to make an appointment. Staff are also happy to meet parents and carers after school or during school hours with prior agreement.

### **Parents as volunteers**

Parents who are assisting in school as volunteers must follow the signing in process but on receipt of their visitors pass may then proceed to the class in which they will be working, which will have been organised by a senior member of staff by prior arrangement. Volunteers who are assisting for a short amount of time e.g. a school show must be accompanied at all times by a member of staff. Volunteers or visitors who will be in the school for an extended amount of time e.g. two weeks will be required to undergo the DBS clearance process.

### **Important to note**

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Careers Advisors, Educational Psychologists, Social Workers, Special Needs workers etc. should be wearing the standard County Staff identification badge which states their details and is worn on a ribbon around the neck. They should still enter their details in the Visitors Book and be compliant with our regulations. Anyone not wearing visible ID must be challenged.

### **Apprentices**

Apprentices are usually weekly visitors to the school as part of their training. They must undergo DBS clearance and must sign in at Main Reception. They must also wear their identity badges (blue lanyard). Anyone not seen wearing their badge must be challenged and escorted to Main Reception to sign in, if necessary. Anyone failing to follow these requirements will be reported to their employer. Any issues should also be reported to T Cunningham, Apprentice Office and to N Lamb (SMT for apprentices) and S Paige.

### **After school hours**

University Academy Holbeach has frequent visitors after the official school day i.e. 3.35pm.

Workmen will generally ask for the assistance of the Site Manager/Assistant Site Manager and it is the responsibility of the member of staff or Site Manager/Assistant Site Manager to ask these visitors to follow the protocol above as staff and pupils may still be on site due to after schools clubs and extended schools projects.

Therefore it is important that **ALL** staff are knowledgeable about the Visitors and where badges are kept, questions to ask etc.

There are also a number of community users which utilise University Academy Holbeach facilities and these groups also need to follow the protocol, so when the office is not used they must seek out a member of staff, preferably the Site Manager/Assistant Site Manager.