

VISITORS POLICY

This policy will be reviewed annually or in response to changes in legislation		
Created	September 2011	School Deputy Heads
Last Review	August 2022	Vice Principal
Approved	September 2022	Thomas's Principals and Heads
Next Review	September 2023	Vice Principal

This Policy applies to all year groups at Thomas's Schools, including the EYFS.

Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body. However in some areas, it is appropriate for each school to adopt discrete procedures, acknowledging the individual identity of each school and its specific personnel and systems. These supplementary procedures can be found by clicking the name of the relevant school below the contents list of this Policy.

This Policy should be read in conjunction with Thomas's Visiting Speaker Policy, Safeguarding and Child Protection Policy.

SCHOOL SUPPLEMENTS

[Thomas's Battersea Policy Supplement](#)

[Thomas's Clapham Policy Supplement](#)

[Thomas's Fulham Policy Supplement](#)

[Thomas's Kensington Policy Supplement](#)

1. INTRODUCTION

This policy was written to create an environment in which both the school community and visitors feel safe and where continuity of teaching is given priority.

A visitor is defined as any person entering the school buildings who is not an employee of Thomas's London Day Schools, e.g. parents, carers, contractors or activity organisers.

2. AIMS

- To ensure the safety of pupils, staff and other adults and young people on the premises.
- To keep an accurate record of all persons on the school site in the case of an emergency evacuation procedure

3. ROLES AND RESPONSIBILITIES

3.1 The Head

- To ensure that all the procedures outlined in this Policy and the individual school supplements are followed by all members of staff.

3.2 Office/Reception Staff

- To follow the procedures outlined in this policy to ensure all visitors are accurately signed in and out, correctly accounted for and accompanied where appropriate.

3.3 All staff

- To notify the Office Staff in advance of any visitors or deliveries expected at the school.
- To ensure all visitors for which they are responsible are correctly identified and accompanied at all times if required.
- To challenge any unknown persons within the building who are not wearing an appropriate lanyard with a phrase such as "May I help you?"
- To report to the Head or a member of the senior leadership team the presence in the school building or grounds of any person of whom they are suspicious, giving the best description they can of any such person. The Head will keep a written record of such reports and details and decide on appropriate action (report to other schools, the LEA, the police and alert all staff).

4. PROCEDURES

4.1 General Guidance

- No visitor may be on site without permission.
- All visitors should remain in the school only for the specific time and in the exact location relevant to their visit.
- All visitors must sign in when they arrive and sign out when they leave and wear a form of identification/visitors' lanyard at all times in the school.
- Thomas's staff visiting other schools within the group should sign in and wear their staff badge at all times. They may be unaccompanied on site.
- All visitors should be reminded that the school regulations apply to them, and in particular:
 - the school is a designated a no smoking site;
 - the school does not allow nuts or sesame seeds to come onto the premises;
 - the school does not allow visitors to bring dogs into the school building;
 - the fire evacuation, emergency lockdown and health and safety procedures;
 - that no photographing, filming or audio recording is allowed at any time, without the Head's permission;
 - that mobile telephones should not be used in communal areas unless using a headset;
 - that information relating to pupils must remain confidential;
 - that if there is any cause for concern this must be passed on immediately to a member of staff.
- All visitors should familiarise themselves with the School's information on Safeguarding including details of the Designated Safeguarding Leads.

- Pupils, parents or carers are asked not to open any outside doors for visitors.
- Pupils are taught to inform a teacher of any adult they do not recognise who is not wearing a visitors' lanyard.
- The Head has the authority to exclude from the school premises any person who disrupts or who appears likely to disrupt the normal running of the School. Any such individual shall be directed to leave the school premises immediately.
- Visits may be prohibited at certain times of the school year, such as at the start and end of term. Immediately before or after school breaks and while testing, examinations or other pupil assessments are taking place.
- The School has the right to adapt or set aside the usual procedures in the event of special activities such as examinations and assessment days, School events, Music, Sport, Art and Drama performances. These events will be risk assessed and a list of attendees gathered if applicable.

4.2 *Welcoming Visitors*

- All visitors should enter by the main entrance and sign in at the front office.
- The front office staff will establish:
 - the name of the visitor;
 - the purpose of the visit;
 - the designated contact at the school;
 - any required documentation or identification.
- The visitor and reason for the visit is checked against a list provided by the designated staff contact.
- The visitor is signed in and must wear a clearly visible visitor lanyard at all times: red lanyards for accompanied visitors; green lanyards for unaccompanied visitors.

4.2.1 Red lanyard visitors

These visitors must be accompanied at all times whilst on the premises. The designated staff contact is responsible for:

- collecting the visitor from the Front Office area;
- accompanying and accounting for the visitor at all times;
- ensuring the fire evacuation and emergency procedures are explained;
- giving any other relevant guidance;
- collecting any material used at the end of the visit;
- ensuring the visitor signs out and leaves the premises.

4.2.2 Green lanyard visitors

These visitors must provide an up-to-date DBS form. They are free to be unaccompanied within the building though the designated staff contact is responsible for:

- ensuring the fire evacuation and emergency procedures are explained;
- giving any other relevant guidance;
- collecting any material used at the end of the visit;
- ensuring the visitor signs out and leaves the premises.

5 *DIFFERENT TYPES OF VISITORS*

Due to the different layouts of the various school sites, each school has developed specific procedures to welcome different types of visitors. These can be found in the School Supplements.