

Ffederasiwn Cwrt Henri, Ffairfach a Talylychau

Pennaeth – Mrs Sian Davies (DaviesS878@hwbcymru.net)

Penaethiaid Cynorthwyol – Mrs L Williams / Mrs A Morgan / Miss A Walker



Polisi Ymwelwyr Visitors' policy

Pennaeth/Headteachers: *S.L. Davies*

Cadeirydd y Corff Llywodraethol /Chair of Governors: *M. Charles*

Dyddiad Adolygu/Review Date – Medi /September 2024

Visitors to School Policy

RATIONALE

All schools within the Federation welcomes visitors to the school, but expect all visitors to comply with the school policies and procedures, in particular Health & Safety requirements and child protection requirements.

PURPOSE

To ensure the safety of visitors on the school site and to ensure the safety of students.

GUIDELINES

- Any member of staff who is inviting visitors into the school should first seek the agreement of the Headteacher.
- All visitors to the school should be recorded on the visitors register.
- Staff should inform Main Reception of expected visitors so that they can be recorded in the diary.
- Staff expecting visitors should receive them from the Main Reception. Under **NO** circumstances should the Receptionist allow visitors to leave Reception to go anywhere around the campus unless they are accompanied by a member of staff.
- All visitors to the school should report to Main Reception and be signed in by the Receptionist using the pre-printed passes. The fire safety evacuation notice will be displayed and will be drawn to the visitor's attention by Reception staff. Fire safety evacuation notices will be posted around the school campus. A prolonged ringing of the fire bell signifies an emergency evacuation of the premises.
- Visitors should always wear a Pass.
- Staff are encouraged to approach anyone without a pass to ascertain their identity and reason for being on site, or to notify the school office/senior colleague where they have seen the person without a pass.
- Contractors need to be signed in at Main Reception. The Receptionist/ Headteacher will provide access to the relevant area of the site.
- Contractors/Business Manager should inform the Headteacher prior to work commencing on the campus which particularly involves dangerous machinery, materials or substances
- Visitors/Contractors will be expected to adhere to Health & Safety regulations and ensure that safe working practices are followed.
- At no time should visitors be left with students unless we can confirm that they have complied with CRB/ DBS procedures (with the exception of a parent with their own child providing no other student is present). This is to comply with safeguarding guidance
- The school operates a policy which does not allow smoking anywhere on the premises or school grounds.

- Staff toilets may be used by adults – **children’s toilet facilities must not be used**
- The use of radios is not permitted on the school campus whilst students and staff are working.
- The Headteacher expects that appropriate behaviour/language should be always maintained
- There is a personal responsibility to comply with the Local Authority and school safety policies to ensure the personal safety of visitors to the campus and that of all students and staff working in the school.

Staff from centrally employed services (e.g. Education Support Advisors and Educational Psychologists)

The appropriate service is responsible for ensuring that safer recruitment has been followed and that the appropriate checks are in place. The school should gain a written assurance from the appropriate service at the beginning of the academic year. The visitor must then confirm identity on arrival, often by way of a photo identity card.

Arrangements for monitoring & evaluation

- Headteacher is responsible for cross referencing the Child Protection Policy with all other associated policies as listed in the Report to Governing Body on Safeguarding Children.

Governors Building and Health and Safety Committee and Governor responsible for Child Protection will review all processes on an annual basis.

This Policy will be reviewed annually.