Visitors to Bingley Grammar School Procedure
Security and Access

Purpose of Document
The purpose of this procedure is to form the basis of the process for admitting visitors into school.

Aims
Bingley Grammar School welcomes visitors into school who attend for a valid reason. Maintaining appropriate levels of security for pupils, staff and visitors has the highest priority. Governors and Leadership Team will continuously review physical control of access to the school, and the full involvement of all staff members will ensure that visitors accessing the site are identified and effectively controlled.

We aim to ensure that only authorised visitors are allowed into school, that they are identified as such and are accompanied as necessary, and that they are informed of and follow the general code of conduct for all staff in school.

Control of Entry to the Building

- The buildings and grounds are unlocked at 7.00 am (8.00 am during school holiday periods) on weekdays by a Premises Officer.
- With the exception of the Sports facilities, the buildings are locked at 5.30 pm by a Premises Officer (this may be later if there is an event in school such as Parents’ Evening).
- All visitors will be asked for their name and purpose of visit by whoever meets them.
- All visitors must be directed to the main Reception.
- No visitor must be allowed to leave the Reception area until fully identified and collected by a member of staff (*unless they are a regular contractor who has been subject to a DBS check and has been issued with an access pass – see below*)
- Unscheduled visitors will be informed of the need to make an appointment and may be denied access unless approved and permitted by a senior member of staff.

Staff Responsibility
If a member of staff is expecting a visitor, they must inform Reception of who they are, the time they will be arriving and how to contact the member of staff for them to collect the visitor. The Appointments Diary is maintained in Reception and should include the relevant information. The receptionist is not able to leave reception to find a member of staff, or to escort visitors around the school.

All new visitors to school should be made aware by staff at Reception of the details in this procedure.
Signing In and Signing Out Procedures

The school signing in and signing out procedure is as follows:

- At Reception, all visitors must be asked for their name and purpose of their visit, who they are visiting in school, the name of the company or organisation they are representing and, if appropriate, their vehicle registration number.
- All visitors must enter their details in the Visitor Register and will then be provided with a visitor badge on a lanyard which must be worn on display at all times and visitors may be challenged to provide this identification if it is not easily visible.
- All visitors must sign out against their name in the Visitors or Contractors record sheets and return the identification badge. It is essential that this happens as these records are used for checking purposes in the event of a fire alarm.
- Separate records are maintained for Contractors working on site, and Governors attending during school hours. Regular contractors and Governors who have been subject to DBS check and have been issued with an identification badge may access the site without being accompanied by a member of staff, but they must still sign in and out for Health & Safety reasons, including Fire Procedures.

Health and Safety

The school owes the same duty to visitors, as to all students and staff, to take reasonable steps to ensure they do not suffer injury on the school premises. Health and safety is the responsibility of all and control measures implemented by the school are detailed in the school’s Health and Safety Policy.

Accessibility Plan

Bingley Grammar School continues to work towards increasing the accessibility of provision for all pupils, staff and visitors to the school and further information on the current plan for improvements are detailed in the school’s Disability Statement and Accessibility Plan.

Code of Conduct

It is the responsibility of the member of staff being visited to ensure that the visitor is aware of the code of conduct that should be adhered to within school, including the following:

- Unless the visitor has had a current clear DBS check they should not be left unaccompanied by a member of staff on site.
- Appropriate language and behaviour must be used with the students.
- Do not be alone with a child.
- Ensure the school’s values in relation to the Equality Act are upheld, including fair and equal treatment of all and respect for others.
- Care must be taken when driving and parking on site.
- If carrying out works or using equipment, first ensure that it is safe to do so.
- Always use staff toilets.
- Follow the school's fire procedures in the event of the fire alarm sounding.
- The school is a no-smoking site.
- The school is extensively monitored by CCTV.

**Contractors**

Contractors working on the school site must sign-in in the normal way (see above).

Contractors providing regular maintenance services must be DBS checked if they are to be allowed to work unaccompanied on site. In other circumstances contractors must either be accompanied by a member of staff or restricted to a specific area of work with no access to individual students.

Contractors must be made aware of the school’s responsibility for safeguarding of students and any other children visiting the school, and conduct themselves accordingly. Particular problems can arise with allowing access to contractors for long term projects during school holidays and at weekends when there are reduced levels of administration and supervision from school staff. During these times arrangements must be made with contractors to ensure that each employee they bring on to the school site has a permit for the period of the work which must be carried at all times and presented on request from a member of the school staff.

**Strangers in School (or persons causing concern on school premises)**

In the event of strangers being on the premises staff should:
- Confront the stranger unless you feel you are at risk, in which case seek immediate assistance
- If not at risk, then escort stranger to reception or off the premises
- Always note details of strangers, name, identifying features, registration number of any vehicle and log these at reception
- Always report such an incident to a senior staff member who will decide on further action
- Ensure that if threats are made or violence offered the police are informed

**Reviewing/Monitoring**

The Visitors in School Procedure will be reviewed every two years.

*Originator: JES*

*Partner Governor: GS*

*Date of Procedure: January 2019*

*Next Review: January 2021*

This document is also available in the following formats: email, enlarged print version, VLE, other formats by arrangement.