



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Policy No.: 22

Policy: Visitor

Review Date: June 2018

Policy Name: Visitor Policy

Nominated Lead Member of Staff: Assistant Headteacher

Review Cycle: 1 Year

Authorisation: Headteacher

Review Date: June 2018

VISITOR POLICY

Please take a few moments to read this information

Whatever your reason for spending time with us, we hope that you will be made to feel welcome and that your needs will be properly met. Throughout the year hundreds of people visit the school. They range from parents, supply teachers, health workers, technical support staff, and representatives of other external agencies through to salespeople and contracted workers dealing with repair, maintenance and building matters. The information below is provided to all visitors to the school. All our procedures aim to keep our learners and staff safe and is based on Ofsted guidance relating to safeguarding.

The main school entrance is located off Matthew Moss Lane

Parking for visitors is available at the front of school, if this is full please proceed further along Matthew Moss Lane to the car park next to the AstroTurf. Please drive as slowly as possible (under 10 mph) on school premises. Some of our learners may have sight or hearing impairments, learning difficulties or restricted mobility. Drivers of lorries or heavy vehicles should take extreme care at all times, especially when reversing. The delivery area for the kitchen and premises is located to the rear of the school and accessed by the first driveway as you approach school from the main road. Drivers should be particularly vigilant when leaving the driveway as it crosses the footpath and sight is interrupted by trees.

All visitors must enter the school through the main entrance which is signposted. Please report to the reception window and ensure that you sign in on your arrival and sign out on your departure. This is essential for security and safety reasons. The school office is manned from 8.15am to 4.00pm. If you arrive at school outside of these hours, please ring the bell next to reception to summon assistance. Once you have signed in and been issued with a visitor's badge, please wait in the reception area until the person you are meeting comes for you. Under no circumstances should you wander around school by yourself.

A weekly bulletin informs all our staff of visitors scheduled for the following week. In normal circumstances visitors will move about school in the presence of a 'known'

member of staff. If, at any time, you are asked to identify yourself, please do so with good grace indicating which member of staff you are linked to and the purpose of your visit.

Our learners are naturally curious and friendly but we don't want them to be put at risk, nor do we want visitors inadvertently to place themselves under suspicion. If you are visiting school to work in some capacity with our learners, you will either follow relevant professional codes of conduct (e.g. for supply or medical staff) or appropriate guidelines on contact and supervision will be discussed with you beforehand. If you have any concerns in this respect, or are unfamiliar with codes of practice, you have a responsibility to inform the link person you are seeing at the start of your visit. They will run through these with you and will answer any of your queries. If necessary, please familiarise yourself with the school's rules and guidelines on sensitive issues including confidentiality and disclosure. Our own school policies on these matters take precedence over any others. Mr Jennings, Mr Glennie, Mrs Darnborough, Mrs Hoyle and Mrs Smedley are our Child Protection Officers and are the key people to speak to in these circumstances.



Chris Jennings
Assistant Headteacher
Designated Senior Lead
for Safeguarding



James Glennie
Assistant Headteacher



Debbie Darnbrough
Senior Learning Mentor



Sam Hoyle
Learning Mentor



Julie Smedley
Learning Mentor

No parent is allowed to take a child from school without this being recorded in the learner 'signing in/out' book. No parent is permitted to have contact with children other than their own.

Fire Safety

Please familiarise yourself with the fire escape signs and instructions displayed around the school. If the fire alarm bell goes, the entire school congregates at the fire assembly point located on the netball courts. All visitors must report to the assembly point where they will be checked against the visitor 'signing in' book. Please be on the lookout for safety notices and instructions around you. Visitors such as electricians and builders should liaise with the site manager, Mr Dinsdale. Please do not bring anything into school which could be a risk to health & safety. Smoking is banned on school premises.

Under no circumstances are animals, other than guide dogs, or for a specific curriculum activity, allowed onto school premises.

Other emergency procedures

In the unlikely event of any incidents which require the school to implement other emergency procedures please follow the guidance of staff members. Otherwise, please stay in the area you are working in and lock the doors, until told otherwise via the P.A. System.

Comfort

If you are waiting to see somebody and wish to use the toilet facilities, please ask at reception and they will direct you to the nearest toilet. Please use staff facilities only.

If you need to use a telephone, please ask at reception. Once you have been met by a member of staff, you will normally be looked after by the member of staff you are liaising with. If you need any help at all during your visit to the school, please see the member of staff you are visiting in the first instance or any member of the office staff if they are not available. Whatever the reason for your visit, our aim is to ensure you are properly looked after during your stay.

Code of conduct

We ask visitors to follow our code of conduct:-

- Value and respect different racial origins, religions, cultures and language
- Do not promote your own political or religious beliefs.
- Use appropriate language and behaviour with children.
- You are not expected to manage classroom behaviour; a teacher will be present at all times.
- Please wear a visitors badge at all times.
- Report any breakages or accidents to the relevant person.
- Physical contact with learners is strongly prohibited unless overseen by a teacher and is essential to the delivery of the workshop for health and safety reasons.
- Do not be alone with a child
- If you feel any way uncomfortable about the behaviour of a young person please discuss this with the teacher and staff present.

Thank you for visiting Matthew Moss High School

Linked Policies:

Premises Management

Equality Information and Objectives

Child Protection

Combatting and Preventing Extremism