



Visitor Management Policy

The safeguarding of students and staff depends on effective checks. This policy sets out how Firwood School will conduct checks and manage visitors.

The school will follow:

- LA guidance for maintaining a Single Central Record
- Keeping Children Safe in Education (updated Sept 2022)

It is essential that all visitors are checked on arrival, sign in and wear identification. It is therefore essential that all school visitors are required to enter school only by the main entrance and report to the main reception.

The school is fitted with an intercom system which uses electronic tags allocated to staff to allow entry and exit. These tags must not be given to or used by anyone who is not a permanent member of staff unless agreed by the Executive Headteacher.

Known and Expected Visitors

All visitors are expected to show identification on arrival, with the exception of parents where they are known to staff, or parents when they are on accompanied visits.

During school time, parent visitors will be asked to sign in and become an escorted visitor. For parents evening or similar after school events, there are no children within the school's care and so parents may remain unescorted.

Professionals that are in school on a regular basis are required to have their identity confirmed by their employer and provide photographic I.D.

Staff who commission agencies to come into school must inform the school office in advance. Written details of personnel and dates of visits must be provided and photo I.D. brought into school at each visit.

Subsequently where these people are known and/or expected, these visitors can simply sign in and gain admittance providing that their identification is on display. A Firwood visitor badge will also be provided.

The identity of contractors and their staff must be checked on arrival at school. Any contractors on site during the school day must be supervised **at all times**.

Trainees are verified by the colleges where they are studying. On arrival all trainees will provide photographic I.D. sign in and will be issued with an appropriate badge. They are also issued with a visitor's safeguarding leaflet which outlines all relevant policies and procedures.

Trustees are subject to DBS and I.D. checks and all relevant documentation is stored in the school Single Central Record. Trustees will be issued with a badge when in school.

AT ALL TIMES ALL VISITORS TO SCHOOL MUST BE WEARING THE APPROPRIATE FIRWOOD LANYARD

Firwood School & Trust Staff– Blue Woodbridge Trust Lanyard

DBS Checked – Firwood Green Lanyard

Woodbridge Trustees – Trustee Gold Lanyard

No DBS / Parent / Carer – Firwood Red Lanyard (Accompanied at all times)

Unexpected and Unknown visitors

The main door should not be opened to visitors unless they are known or expected. Communication with the office should take place via the intercom to verify the purpose of the visit and to assess any potential risk.

Where visitors are not known or expected, admin staff will ring to check who they are and confirm their purpose before issuing a visitor badge. No visitor should be left unattended until their identity has been confirmed.

All visitors will be asked to provide suitable safeguarding evidence if their attendance in school qualifies as regular contact. This is currently regularly once per month or 3 visits in any 30 day period or any overnight situation.

If a person is found on the premises who is unknown without identification or visitors badge, they should be challenged and be asked to sign in and be checked or be asked to leave the premises as appropriate. If this situation becomes dangerous, the police should be contacted immediately by dialling 999 and then refer to the major incident policy as required.

Reviewed: Sept 2022