



Visitors and Security

Collingwood School

Policy and Procedures

All visitors, in whatever capacity **MUST** report to the Collingwood School office immediately on arrival. They will be asked to sign the visitors' book and be given a visitor's badge with a red lanyard to identify them as a visitor.

Visitors will be accompanied by a member of staff **AT ALL TIMES** and will not have any unsupervised access to pupils. Any person, (other than a member of school staff or a pupil) on the school site and not in possession of a visitor's badge will be challenged and, if necessary, asked to leave.

Records of visitors will be retained for a period of six years for Safeguarding and Health and Safety purposes. Regular contractors, peripatetic music teachers, regular volunteers and Governors who have completed the appropriate checks are allocated a badge with a green lanyard and may have unescorted access to the school site.

When visitors have been invited into school in an educational capacity (e.g. as a one off visiting speaker, workshops etc) the staff member organizing this is responsible for ensuring the appropriate content and behaviour of the visitor. All staff are responsible for the safeguarding of pupils and the 'supervision' of adults in school and should intervene if there is any level of concern and notify the Senior Management Team (SMT) immediately.

Regular visitors, such as contractors needing access to the school during school hours, may be asked to comply with a DBS check. Such visitors will still be required to wear an identifying visitor's badge but may move around the premises unaccompanied. All contractors will be asked to sign that they have read the Asbestos Survey Summary on the first day of arrival to work on the school premises.

Every visitor will be shown a Visitor Information Leaflet. This document is reviewed annually by SMT or as events or legislation change requires. The next scheduled date for review is September 2019



Visitors Information

Collingwood School

Welcome to Collingwood School. As part of our system for the safeguarding of pupils, staff and visitors, please read this leaflet and observe the information contained in it.

- Please remain with your host at all times
- Please do not access any area of the school unless accompanied by your host
- Please do not take any photographs whilst in school or use your mobile phone
- Please ensure that any material that you present, verbally or in writing, is age appropriate and complies with our policy of tolerance and non-discrimination

If at any time you have a concern about a pupil or any behaviour you notice, please mention it to your host so that we can follow up.

Signing In and Out

If you are not known to the member of staff on reception you will be asked to show ID before being given a Visitor badge. Please wear your badge and ensure it is clearly visible throughout your visit. You should be accompanied at all times around the school. At the end of your visit you will be taken back to the school office to sign out and return your Visitor badge.

Mobility & First Aid

Please let us know if you have any mobility or health issues you require support with. If you have an accident or feel unwell, your host will escort you to the School Office where a trained first aider will be available.

Fire Safety

If the fire alarm sounds, your host will direct you to the muster point (the car park in the flats to the right of the school as you exit). Remain with your host until the all clear has been given. You may then resume your visit.

Smoking

Collingwood School is a non-smoking site.

Photography

Please do not take photographs of any part of the school, unless you have been given express permission ahead of your visit by a member of the Senior Leadership Team.

Toilets

Toilet facilities for use by staff and visitors are clearly marked. We ask that you do not use the toilets designated for pupils. Please ask your host if you are unsure which facilities to use.

Safeguarding

Collingwood School is committed to keeping the pupils in this school safe. You will be supervised for the duration of your visit. The Lead DSL is Leigh Hardie.

Thank you for respecting our school. I sincerely hope you enjoy your visit.