



MOUNT
KELLY

Visitor Policy

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Owner	Deputy Head Pastoral

DATE OF REVIEW	AUTHOR	PAGE / PARA	SYNOPSIS OF AMENDMENT
Feb 18	PDH	Para 3	Insertion of: Visitors are not to be allowed to make their own way, unescorted, to another location in the School
		Para 4	Insertion of: At no time, however, should any unescorted visitor – whether a parent or a contractor – enter a boarding house.

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1. Introduction

The aim of this policy is to ensure, as far as practicable, the safety of pupils, staff and other adults and young people on the premises. Our policy, therefore, follows the broad principle that all members of staff should feel empowered to and must challenge visitors appropriately.

This policy should be read in conjunction with the School's Intruder Policy.

2. What is a visitor?

A visitor is anyone who is not:

- Employed by the school either on a part or full-time basis
- A parent of a pupil at the school
- Or a contractor or volunteer, covered by Contractors and Volunteers Policies and Procedures

and who intends to remain on the premises for an extended period of time (i.e. the person who calls into reception to drop off a package or letter is not a visitor and does not need to follow the procedure below).

3. Procedure

The standard procedure is for all visitors to enter by the main entrance either at the Prep or College site and to enter their details, name, time of arrival and purpose of visit in the visitors' book at Reception or School Office. The Receptionist will then issue the visitor with a red visitor's lanyard, which must be worn by them at all times, and contact the person they are visiting.

Visitors are not to be allowed to make their own way, unescorted, to another location in the School.

In the absence of the receptionist the nearest available adult will admit the visitor, preferably but not exclusively a member of the Senior Leadership Team. At no time will pupils be given responsibility for admitting visitors, although they may accompany a visitor for example a Monitor hosting an ex-pupil once they have signed in.

Any member of staff admitting a visitor through any other door or part of the School should ensure that the visitor's details are recorded in the visitors' book and should direct the visitor to Reception or School Office to sign in before they have access to the site. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

The staff member will establish:

- the identity of the visitor if appropriate by asking for an identification document if they are not personally known to them
- the purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details in the visitors' book and wears a red visitor's lanyard and plasticard insert.

If in any doubt about the visitor, they must ask the visitor to wait in the School reception and inform the Principal Deputy Head or Assistant Head Pastoral immediately.

Reception and School Office staff will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or, if not, that they have left the School.

They will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

It is the duty of all members of staff to report to the Principal Deputy Head the presence in the School building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person.

The Principal Deputy Head will then decide on appropriate action.

4. Exercising good judgement and common sense

There will, of course, be times when it is not practical to ask all unknown persons to sign in, for example, parents from opposition teams who are visiting to spectate at a sports match; members of the public visiting the pool. At these times it is expected that staff will exercise good judgement, but also be especially vigilant due to the large numbers of visitors on such occasions.

It is, however, good practice to encourage all visitors to the school to sign in, including parents, as an accurate visitors' book might be invaluable in case an emergency evacuation is required as in the case of a fire.

At no time, however, should any unescorted visitor – whether a parent or a contractor – enter a boarding house.

5. Staff lanyards

All staff in the Mount Kelly Foundation are issued with a blue lanyard, labelled "Staff", and identity card with name and photograph which should be inserted into the card holder. Staff are

to wear these lanyards at all times during the day so that they can be readily identified by pupils, parents and colleagues.

However, staff should exercise common sense in the use of the lanyard, for example, a Houseparent does not need to wear one around the house in the evenings, maintenance staff should place their lanyards in a pocket if they are carrying out work where the lanyard could get entangled.

If a member of staff loses or misplaces their lanyard they should get a replacement from the Reception or School Office as soon as possible