

Visitor Behaviour Policy

Ratified by the Governing Body – October 2017

The School Visitor Policy sets out the behaviours expected of staff and visitors to the school.

Policy Statement

The Wey Valley School assures visitors a warm, friendly and professional welcome to the school whatever the purpose of their visit.

As an employer, the School has a duty of care to its employees and as such will not tolerate any abuse either verbal or physical to any member of staff or any other person visiting the school.

All visitors are required to comply with this policy.

Students are protected by all staff and visitors complying with the Safeguarding Policy and Procedures which are available at reception.

Protocol and Procedures

Visitors to the School

All visitors to the school are required to report to reception first. No visitor is permitted to enter the school via any other entrance (unless attending a school event to which parents/visitors have been invited)

At reception, all visitors must state the purpose of their visit and who they wish to see. Note that staff can only meet with visitors by prior arrangement.

All visitors will be asked to sign the Visitors Record Book which is kept in reception making note of their name, organisation, who they are visiting and their car registration.

All visitors will be required to sign that they have read and understood School Safeguarding Procedures

All visitors will be required to wear an identification badge which should remain visible throughout their visit.

Visitors will be escorted to their point of contact OR their point of contact will come to reception to receive the visitor. The contact will be responsible for that visitor(s) while on school premises.

Visitors departing from the school

On departing from the school visitors must depart from the main entrance

Enter their departure time in the visitor Record Book alongside their arrival entry

Return the Identification badge to reception

Unknown/uninvited visitors to the school

Visitors to the school who are not wearing an identity badge will be challenged politely as to their identity and business and escorted to Reception in order to announce their arrival at the school properly.

If a visitor is not expected as there has not been a prior appointment made, the receptionist will not be able to admit the visitor and will ask them to leave and return when the appointment has been made.

Unacceptable Behaviour

All visitors are expected to treat members of the school community with respect. Abusive language, threatening behaviour or any attempt to enter the school without permission is unacceptable.

If at any time a visitor becomes abusive or violent and refuses to leave the premises, or to modify their behaviour a member of SLT will be called to ask the visitor to leave.

In certain cases, the decision may be made to call the police.

Repeated cases of unacceptable behaviour may result in individuals not being permitted onto school premises.