

Visitors' Policy

Visitors are welcome to Southbank. It is the school's responsibility to ensure that the security and welfare of its students is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

This policy aims to establish a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, visitors and parents and conforms to child protection guidelines.

The school is deemed to have control and responsibility for its students anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy is relevant to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including sports coaches and curriculum related visitors eg authors, artists etc)
- All parents/carers
- All students
- Building and maintenance contractors

Visitors invited to the School

- Staff inviting visitors in to speak must vet their suitability by conducting an internet search prior to booking them (see *Preventing Radicalisation and Extremism Policy*)
- Staff are required to let Reception know in advance the name, date and time of expected arrival of the visitor
- All visitors must enter by the front door and report to reception first; they must not enter the school via any other entrance
- All visitors must sign in at the point of entry or in Reception using the Visitor Management System - the printed ID label must be worn at all times and be visible to all
- At reception, all visitors must state the purpose of their visit and who has invited them; they should be ready to produce formal identification
- All visitors will be asked to ensure that they remove any form of headwear that would hinder facial identification, this is to ensure ease of recognition by premises staff through the CCTV system
- Visitors will then be escorted to the point of contact, or their point of contact will be asked to come to reception to receive their visitor; the contact will then be responsible for them while they are on site
- At no point should a visitor be left on their own with children or be unaccompanied by Southbank staff
- In the event of a fire alarms/drill, the visitor should be accompanied to the assembly point
- On leaving the school, visitors must sign out using the Visitor Management System

Visitors whose purpose is to work with students in some capacity

- Any visitors, with the exception of supply teaching staff or sub contracted ECA staff, must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students, or being escorted by students around the building
- Regular visitors to the school must have DBS clearance

Additional procedures

- Any visitor to the school site who is not wearing an identity lanyard should be challenged politely to enquire who they are and why they are on the school site and required to return to Reception
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave, police assistance will be called for