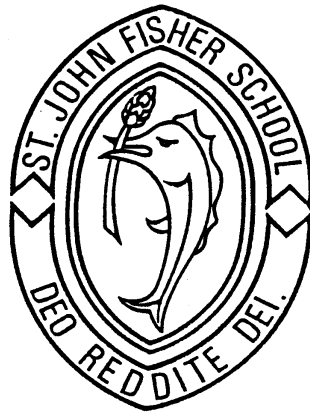


ST JOHN FISHER CATHOLIC COMPREHENSIVE SCHOOL



VISITORS IN SCHOOL POLICY

The Mission statement:

“St John Fisher School seeks to help and encourage students to develop individually, collectively and freely a way of life modelled on Christ, in accordance with the Faith of the Roman Catholic Church.”

Date of Policy:	November 2015
Date of Ratification:	Under review awaiting ratification
Date of Review:	Forthcoming Faith, Mission & Ethos Governor Meeting.
Owner:	C Burnett

SUMMARY STATEMENT

“Visitors” are defined as parents, school transport contractors, maintenance and building contractors visiting/working on site, volunteers involved in school activities, individuals or groups letting the premises and any other person who is not a pupil or a member of staff employed by the school.

The Headteacher and Leadership team are responsible for implementing the Visitors in School Policy and will, as necessary, review from time to time the effectiveness of the arrangements within it.

As a school we are committed to taking all reasonable precautions in safeguarding the health and safety of visitors. First and foremost, therefore, such precautions must start in ensuring the safety and promoting the welfare of both staff and students through the implementation of our Health and Safety policy. By doing this we can be assured that, “as far as is reasonably practicable”, members of the public are given equal consideration and are not adversely affected by bad working practices. Equally, the school reserves the right to carry out appropriate risk assessments on all work activities involving visitors. If hazards are identified, the necessary action will be taken to eliminate them or reduce them to an acceptable level.

Should they occur, all accidents (however minor and whether they cause injury or not), incidents or dangerous occurrences involving visitors must be reported to the main office and will be investigated if applicable in accordance with school procedure.

Visitors will also be provided with such information and instruction to enable them to carry out their duties safely and competently. A full copy of the Visitors in School Policy will be made available in the school’s main reception area, together with a comprehensive list of Health & Safety guidelines. The latter will also be on display outside the main reception office and individual copies handed to those contractors/visitors expected to remain on site for an extended period of time.

In turn we would ask that all visitors take reasonable care for their own health and safety, and that of their fellow workers/colleagues/staff/students and any other person who could be affected by their acts whilst on site.

A. On School Premises

The school will do everything possible to ensure an adequate means of safe access to and egress from the site.

Vehicles parked on the school site are done so entirely at the owner’s risk.

Visitors must park in the Visitors spaces in the Main Car Park or in the Lower Car Park. Cars should not be parked without due regard to possible access by emergency vehicles.

Suitable levels of staff supervision are in place at times when students are arriving or leaving the site when traffic congestion is high. Parents/school transport contractors are kept fully informed of the school’s guidelines (see page 2), and any other health & safety issues as they arise.

B. Before school

- School transport contractors must not drive onto the playground in the morning when students are present.

- Parents dropping off students must drop students **by the main student entrance on Perry Street between 8.00 a.m. and 8.25 a.m. Cars must not be parked or drop off on the yellow zig zag lines or double yellow lines.**
- Students must not disembark at any other point within the school site or before this time. The school assumes responsibility for students at **8.30 a.m. (or from 8.00 a.m. if attending a school organised activity).** Prior to this time, the safety of students rests with the parents/guardians bringing them to school.
- Physically disabled students are the one exception to the above. They will continue to disembark **in the lower area of the Main Car Park.**
- All taxis must comply with the above guidelines. Taxi firms are asked to make drivers aware of what is expected of them on site.
- **SPEED AT ALL POINTS ON THE SCHOOL PREMISES MUST NOT EXCEED 5 M.P.H.**

C. After school

- Coaches and taxis should park **in the Lower Car Park.**
- Only parents conducting business with the school e.g. with an appointment should use the car parks. Parents collecting students should not enter the school grounds in their vehicles.

D. In School

All visitors must report to reception immediately on arrival to sign-in. Similarly, they must sign out prior to departure.

All visitors will receive a visitor's badge, which must be worn at all times. Company badges if applicable should also be worn.

Visitors must remain in the main reception area until received by an appropriate member of staff.

They must not enter classrooms unless escorted by a member of staff or by prior arrangement.

The school is a NO SMOKING school. Visitors are asked not to smoke anywhere in the immediate school vicinity, particularly directly outside the school gates.

In the interests of health and safety, hot drinks must not be carried around within school. These can, however, be made in the staff room.

If visitors feel unwell or suffer an accident whilst on school premises, they should report to reception in order to access first aid facilities and assistance from a qualified first aider.

The use of alcohol and/or illegal substances is strictly prohibited. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on school premises.

The school will not tolerate abusive and threatening behaviour by visitors on site and reserves the right to inform aggressive visitors in writing that they are banned from the site without prior appointment.

E. Conditions for Maintenance/Building Contractors

It is to the mutual advantage of the school and the contractor that responsibility to each other and their employees is clearly recognised and understood and that, by co-operation, they are able to achieve the

highest possible standard of safety and operation during the course of their work. Contractors who work on the school site can be identified in two categories, i.e. the short and the long-term contractor. **Control of the activities of the short term contractor, whether it be for maintenance visits or small contractual projects, will fall to the responsibility of the School Finance and Marketing Manager who will ensure the following:**

- **All contractors must be on Medway Council's approved list or must satisfy the school with regard to the same criteria expected by the LA including financial capability and insurance indemnity;**
- **No unaccompanied inspections are made and any work undertaken is carried out under safe conditions, e.g. the isolation of machinery, provision of safe access etc;**
- **For short term contracts, the school may see fit to use Form CC003 "Conditions for Short Term Contractors and Temporary Employees" (Safeguard) as part of these control measures;**
- **The School Finance and Marketing Manager will monitor the contractors' operation while on site.**

For larger scale projects, the school would normally use the services of **Medway Council's Design & Surveying Service** but would insist on a site meeting with all parties concerned to discuss such issues as time-scales, significant hazards, access, traffic and pedestrian routes, speed limits on site and telephone numbers for emergency arrangements and facilities for managing variations.

F. Emergency Evacuation Procedures

Contractors working on site will be informed of their relevant evacuation route before commencing work.

In the event of an emergency evacuation being required the fire alarm will sound. Those contractors working on site will evacuate the building in accordance with correct procedure and proceed to the fire assembly points, which is **the bottom of the stairs in main playground area**.

All visitors in school should evacuate rooms quickly and orderly following the guidance of the member of staff in charge.

Visitors working alone are potentially more vulnerable and should already have been alerted to the emergency evacuation procedures for the area in which they are working. The fire procedure is posted in every room and in corridors and assembly spaces. They should therefore vacate the building quickly and in an orderly way as instructed. If in doubt, they should evacuate the room and report to the nearest member of staff for safe escort.

All doors and windows should be closed if possible and safe to do so.

A check is taken on the safety of all students, staff and visitors at the **bottom of the playground steps**. Once at the bottom of the steps, all visitors should report that they are safe to **Receptionist** who will be in possession of the visitor's book.

Visitors should remain at the **bottom of the steps** until otherwise instructed by the Headteacher or the Deputy Headteacher.