



## Access to School Premises by People Outside the School: Visitors and Unchecked Staff Policy

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Lead Staff

Mireille  
Birchenough

Chair of  
Governing Body

Alex Krutnik

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Jane Hatwell

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## Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

*“Getting it right for every pupil”*

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

## Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

## Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and

procedures have been made in relation to this duty.

### Supervision of visitors

Stone Bay School provides a safe and secure environment in which students can live and learn. External visitors and other DBS unchecked staff will not be left unsupervised within the school buildings or grounds and will be made fully aware of all relevant policies and procedures in force at the time. All reasonable measures will be taken to ensure that the grounds and buildings are secure and that access by unauthorised personnel is prevented and deterred.

Any external visitors, who the school have a Service Level Agreement (SLA) with and who have a completed DBS check, are able to independently access the school environment e.g. Educational Psychologist, Occupational Therapist, Play Therapist, Music Therapist, School Nursing team.

All visitors are required enter via Stone Road entrance which has a secure gate and intercom, which will inform reception/team leaders that they have arrived. The visitor will be visible from main reception by CCTV .

All visitors enter Stone Bay School building through the main Stone Road clearly marked for visitors.

On arrival, all staff and visitors are required to sign in on the inventory system. A lanyard will be given to the visitor according to their DBS clearance and role within the school. Visitors who are not on the schools single central record and recognised as having clearance will be given a red lanyard and will be required to be supervised at all times. If they have DBS clearance but are a visitor (non employee) then they will be given an orange lanyard and they will be required to carry their company badge if appropriate. Visitors will be required to provide identification on arrival.

All visitors will then receive information which informs them of our safeguarding procedures and they will sign to acknowledge understanding of this. Visitors (and all staff) will be asked to lock away their personal mobile phones in a locker provided, away from the residential areas.

The telephone line diverts calls including gate alerts 'out of hours' to the premises team and then the team leaders, which alerts Residential staff to the presence of a visitor.

Visitors will only be allowed access to the school if staff are comfortable that the visitor is here for legitimate purposes. Staff should be completely

satisfied before letting visitors into school and should ensure that they are accompanied when entering school. Staff should be aware of all visitors to the school.

### Process

Staff are required to establish the name and purpose of all visitors to the School. Proof of identity will be requested where visitors are unknown to staff. Official ID cards must always be checked for visitors from Agencies or Authorities.

- All visitors are required to be 'signed in' at reception using the Visitors Inventory system.
- The Inventory system will be completed in full stating their name, their company, who they are visiting, their vehicle registration and the date/time.
- Visitors will then be issued with an identification badge which details their name, photograph and the person they are visiting, this is put in a plastic cover on an appropriate colour lanyard.
- When the visit has ended the visitor should sign out on the Inventory system and badges should be handed back in to the School Office. If the reception area is unstaffed / out of hours then the keys and lanyard go into the white box on the wall outside the office.

Any DBS 'unchecked' staff, for example repair or maintenance contractors will be supervised and not left alone on site whilst pupils/residents are onsite. Contractors who are DBS checked should be given clear instructions as to what to do if an unsupervised child or children enter the area where they are working. They must also be told about the importance of ensuring the security of any tools, equipment or substances they are using. This will be in their method statement. They must also be informed what to do in the event of a fire alarm.

No visitors will have access to the residential flats unless accompanied by a member of staff.

### Inappropriate conduct

If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, residential staff will deny admission. A member of the leadership team

should be contacted as soon as practicable. The Police should be informed if the situation becomes threatening. In these circumstances the matter must be referred to Assistant Headteacher, Deputy Headteacher or Headteacher on call. If a student is affected, their parent/carer (and Social Worker if appropriate) should also be informed at the earliest opportunity. The same principles apply if a visitor becomes abusive, disruptive or threatening whilst on the premises.

### Family and friends visiting Residential Flats

We will always ensure that people who are important to our students are welcomed into the residential flats however they must not be left alone with any student other than their own child. Families and friends will not be granted permission to be out of sight of staff within the residential provision.

### The use of the premises by other organisations

The school is not usually used by other organisations. If an pre-planned event was arranged then a risk assessment would be in place to ensure full supervision of the visitors at all times.

### Site security

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole school community ethos and welcome comments from students, parents and others about areas that may need improvement as well as what we are doing well.

All external entrances to the buildings are secured with code locks or padlocks. The residential accommodation is also secured with code readers. CCTV is in operation externally on two of the school entrance gates.

The Premises Manager is responsible for checking the condition of the site boundaries and buildings, reporting any concerns to the School Business Manager immediately and taking remedial action where possible.

It is the responsibility of the Head of Care or designated Team Leader on duty to ensure that the site and buildings are secure during residential hours.

Any intruders must be reported to the police and all breaches of security must be reported to the on-call senior leader (AHT, DHT, HT) and the premises manager (on-call).

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

#### [Policies linked to this policy](#)

Health and safety Policy

Premises Management Policy

Site security Policy

Lockdown Policy

Safeguarding and Child Protection Policy

Lettings Policy

Business Continuity Plan