



# Oakfield School

## 58. Policy for Visitors, Volunteers and Supply Staff

To be Reviewed:	September 2019
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## **Introduction**

The purpose of this Policy is to keep in place measures which control access to the School during the School Day, so as to keep pupils and staff as safe as is reasonably practicable without prejudicing the education of pupils. The Policy is therefore directed at protecting people, not property.

## **Entrances**

The school building was designed intentionally to have open grounds to the front of the school, so it is not practical that we try to limit access to our grounds on that elevation. The School therefore concentrates on controlling access to the building, not to the grounds. The main entrance door to the School has a lock with a swipe card system. This door will be kept locked during the School Day unless the door is under observation by a member of staff. The pupil access door has a digital access control panel for pupils and a swipe card system for staff.

## **Procedure for Admission of Visitors into the School Building**

Standard Operating Procedure is for all visitors to enter by the Main Entrance only and to enter in the Visitors' Signing in System in the Entrance Foyer their visitor details (name, time of arrival and purpose of visit). First time visitors will be handed a Visitors' Information Leaflet. Visitors seeking admittance through the Main Entrance will normally ring the bell. The Administration staff will take responsibility as "admitting adult" for the visitor. At no time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitor is taken straight to the Entrance Foyer to sign in.

The "admitting adult" should establish the following information about all visitors to the school;

- (i) the identity of the visitor (if appropriate by asking for an identification document)
- (ii) the purpose of the visit before admitting the visitor to the School and will ensure that the visitor enters adequate visitors' details in the Visitors' Signing in System. If in any doubt about the visitor, she/he must ask the visitor to wait outside and inform the administration staff immediately. Otherwise a visitor should normally be asked to wait in the Entrance Foyer.

It is the duty of any member of staff to report to the Headteacher 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 Headteacher will keep a written record of such reports and details and will decide on appropriate action (report to LA, report to police, alert all staff, etc.).

## **Safeguarding**

Mrs Jayne Oakley is responsible for safeguarding within Oakfield. If you have any issues which involve safeguarding, Mrs Oakley needs to be made aware at the earliest opportunity. If you are unable to locate her, please speak to Joanne Jordan or inform a member of the admin team that you need to speak to either Jayne or Joanne and they will get in touch with them for you.

## **The Five Principles to Remember if a Child Makes a Disclosure of Harm**

- Listen to what the child has to say with an open mind.
- Do not ask probing or leading questions designed to get the child to reveal more.
- Never stop a child who is freely recalling significant events.
- Make a note of the discussion, taking care to record the timing, setting and people present as well as what was said.
- Never promise the child that what they have told you can be kept secret. Explain that you have a responsibility to report what the child has said to someone else.

If you require further information about Safeguarding at Oakfield School, please ask for a copy of the Child Protection Policy.

## **Fire Safety.**

On hearing the fire alarm, you should leave the building by the nearest exit and report to the assembly point in the main playground. Members of Staff, who are trained fire marshals, will manage the situation.

This Policy was reviewed September 2017.

Signed: .....

Mr Lee Morfitt (Chair of Governors)