



Stretford
Grammar School
Aspirat primo fortuna labori

Procedure for Admitting Visitors



Date of Review: Annually

Member of staff with overall responsibility: School Business Manager

Governing Body Sub-Committee with Reviewing Responsibility: Finance Committee

Expected Visitors:

Staff will give details of any visitors that they are expecting to the receptionist. These details should include the visitor's name, company name, expected time of arrival and who the visitor will be met by along with the reason for the visit, i.e. meeting etc.

The visitor will be admitted through the external front door and held there until their visit has been verified, the visitor has signed in on the visitor tablet and a pass has been issued. They must be put on a red lanyard to demonstrate that they cannot access school unsupervised. The receptionist will contact the person expecting the visitor and ask them to come to meet them at the reception office.

Visitors should be accompanied at all times during their stay.

Contractors:

Contractors should visit school outside of school hours where possible. However, where they are required to attend site for an emergency or for maintenance issues they should follow the process above and be supervised by site team at all times.

Regular contractors such as the grounds maintenance team, who have a cleared DBS on school files can be allowed on a green lanyard and can move around school without supervision but a member of staff must be aware of them being on site and must be responsible for them.

Unexpected Visitors:

Occasionally people may visit the school unexpectedly and without notification. In all such cases visitors must not be allowed to proceed through the school or its grounds

unaccompanied. If a member of staff comes across any adult without a visitor's pass they must challenge that person and escort them to the reception office immediately.

As our sixth form students are not required to wear uniform they are required to wear identification badges which should be visible at all times. If a member of staff does not recognise a young adult on the premises that person should be challenged to show their identification badge. If they cannot show their identification badge they should be escorted to the reception office and a member of SLT contacted immediately to verify the persons' right to be on the premises. Sixth form students are not permitted to allow friends or family members to access the school under any circumstances.

If a parent arrives at school asking to see their child they must not be allowed to do so without the express consent of the Headteacher, and at no time may they be left alone with a child.

At no time must a visitor be allowed to proceed through the school or its grounds unaccompanied, even after they have been signed in at reception.

All visitors/contractors/persons working with students should be made aware of the school's safeguarding policy.