



# RUSKIN HIGH SCHOOL

## VISITORS PROCEDURE

At Ruskin Community High School we value our relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time we recognise the importance of proper regard being given to maintaining a safe, healthy and secure environment for all students and adults who work in the school. For the purposes of this policy we define visitors as being all those on the school site who are not employed by the school.

All visitors, including contractors, are asked to sign in at the school office. Badges are issued and appropriate supervision is arranged. Gates are in place in both school car parks. Visitors are admitted only to the Rook Street car park, where gate control is in operation. Visitors arriving here will be supervised on and off the premises via the school office. Disclosure and Barring (DBS)/Identification checks will be carried out (Interviewees will be subject to additional checks).

Smoking is strictly prohibited anywhere on the school site, at any time. This applies to those hiring the premises, and to those working with other site users.

In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure, which is posted in each area.

The Headteacher, and in her absence the Deputy, has the right to seek the removal of, and to prohibit from the school site, any person whose presence constitutes a risk to the safety or well-being of any member of the school community. In such cases, appropriate support will be sought to affect this.

### **THEREFORE, TO SUMMARISE, PLEASE WOULD VISITORS:**

- Park in the designated 'visitors' car park or on the roads near to the school
- On arrival in school, report to and sign in at reception, showing proof of identity as appropriate
- Wear a visitors' badge which is issued at reception
- Read the visitors' policy
- Wait in the seated area in reception until collected by the relevant member of staff
- Ensure that at all points during the day, you are accompanied by the member of staff who has invited you in
- Use only the staff cloakrooms when needed
- Sign out at reception on leaving the school, returning the visitors' badge
- Should there be a fire evacuation, the member of staff you are with will accompany you out of the building and to the visitor assembly point (details in induction pack)