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| **Visitors to School & College** |

**Policy application: - Education and Life Skills – School and College**

**Job title of the author: - Director of Education**

**Responsibilities for implementation: - Director of Education**

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| **Approved by the David Lewis Senior Management Team:** | January 2017 |
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| **Department issuing the document:** | Education & Life Skills |

David Lewis welcomes visitors to the school & college.

This policy seeks to ensure that all staff are aware that visitors make an important contribution to the life and work of the school. Visitors themselves can benefit from contact with the students and staff.

Visitors to classes for specific purposes of contribution to topics, relating experiences etc. are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Director of Education, Deputy Head of Education or Assistant Principal prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience.

Day to day visitors and callers:

* All visitors to the school or college should report to Main Admin Reception and be signed in by reception staff
* Staff should inform main reception and college/school reception of expected visitors so that they can be recorded in the visitor’s book and supplied with a visitors badge
* All visitors are expected to sign into school & college buildings as well as at the main reception and signposted to the safeguarding poster
* Visitors working with students in school & college must produce an up to date DBS certificate.
* Visitors should not be left with students unaccompanied by a member of staff
* A risk assessment must be completed by an Assistant Principal for all visitors who will be working with students
* Any visitors on site who are not recognised, or who are not appropriately badged should be politely asked their business
* Contractors need to be signed in before being introduced to the site agent who will provide relevant access to the site as is required
* Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed
* All visitors must return the visitor's badge before leaving the site.

On the occasion of the unexpected visitor, the first point of contact should be with the Director of Education, Deputy Head of Education or Assistant Principal who will advise staff and pupils as appropriate.