



# **ACCESS TO SCHOOL PREMISES BY PEOPLE**

# **OUTSIDE THE SCHOOL**

# **AND**

# **SUPERVISION OF ANCILLARY, CONTRACT AND**

# **UNCHECKED STAFF**

# Access to School premises by people outside the school and supervision of Ancillary, Contract and Unchecked Staff

Northern  
House  
School



1 June 2017 Version Number:1

Review Date: Summer Term 2018

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## Overview

All pupils at Northern House are vulnerable and need to be kept safe at all times. This policy ensures that all staff and visitors recognise their responsibilities to be able to do this. The safety and welfare of staff and pupils is paramount. Access to the school campus and buildings is restricted to authorised persons and security systems and procedures are in place to protect staff and pupils. Residential accommodation is reserved for the use of those children designated to use it and is protected from access from unauthorised persons. Any use of school facilities by individuals or groups does not allow members of the public (including members of organized groups using school facilities) substantial and unsupervised access to children or to residential accommodation while occupied by pupils.

All persons visiting the school premises, including the residential accommodation, are required to report to the school's main reception and follow the school's procedures. Visitors, including delivery or maintenance personnel, will not be allowed unsupervised access to pupils or to any area or buildings whilst there are pupils on site, unless they are authorised to do so with the appropriate checks having been completed. To ensure no unsupervised access to pupils, visitors will be accompanied by staff during their visit to the school. Any 'unchecked' staff, for example repair or maintenance contractors and ancillary staff should be given clear instruction as what to do if an unsupervised child or children enters 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. They must also be informed what to do in the event of a fire alarm.

On arrival at the school all visitors report to reception, providing identification where required, and record their details in the Visitors book. A lanyard badge will be issued with the visitors name and date of visit and these should be worn visibly at all times during the visit. Visitors should record departure time in the Visitor's book at the end of their visit.

Reception staff will contact the member of staff responsible for meeting the visitor and they will collect the visitor from reception and supervise their visit. Visitors authorised to go directly to a residential unit must sign the Visitors book on arrival and be attended to by a member of that unit's staff. It is good practice for a staff member to answer the front door rather than a young person. No visitor, other than parents, will be allowed in a young person's bedroom with the door closed.

All visitors should be able to provide appropriate ID when asked to do so by a staff member. Staff have a clear duty to approach and appropriately challenge any visitors present on any part of the school campus.

The responsible person should explain any 'housekeeping' arrangements, location of facilities and basic health and safety procedure. For residential pupils the visit and details for the visit with time should be recorded in the pupils file.

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### Agency Staff and Volunteers

Agency staff will only be selected based on their references and full DBS check. They will be required to attend the Main Office on their first day at work, providing proof of identification and an up-to-date DBS documentation. Each day they will be required to sign in and out at the main reception and be provided with a Visitor's badge on a daily basis, which they are required to wear to ensure that all staff are aware of their reason for being on campus.

They will also be required to read and sign they understand their responsibilities under the School's Safeguarding and Child Protection Policies and be introduced to the Designated Safeguarding Leads.

In the case of volunteers working at Northern House School, their induction and placement will be pre-planned and arrangements made with a designated contact person, who will ensure that appropriate arrangements are made. If the volunteer arrives during office hours, they should report to the main reception, sign the Visitors book and wear a badge as above. However, for volunteers working outside of office hours, they must sign in and out of the Visitors book in the main school building.

### Expectations

The following list are expectations for all staff and visitors who are in the main building regardless of time of arrival. There is a bell for 'out of hours' which alert(s) staff to the presence of a visitor. There is a door release button in the foyer for use during the school day and residential provision. Visitors should only be let in if staff are comfortable that the visitor is here for legitimate purposes. Staff should be completely satisfied before letting visitors in to school and should ensure that they are accompanied when entering school.

2. Staff should be aware of all visitors to the school and to the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed over to them.
3. Staff are therefore 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 badges and any ID cards must always be checked for visitors from Agencies or Authorities.
4. All visitors are required to be 'signed in' at reception using the Visitors Book. Visitors should complete this by stating their name, their company, who they are visiting, their vehicle registration and the date/time. Staff will then provide a badge that must always be worn on site. If the visitor is about to undertake any work, they must complete the form at Appendix A. When the visit has ended the visitor should sign out in the Visitors Book and put in the time of leaving. Passes should be handed back in to the School Office.
5. Any 'unchecked' staff, for example repair or maintenance contractors and ancillary staff will be supervised and not left alone with children. They should be given clear instruction as what to do if an unsupervised child or children enters 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. They must also be informed what to do in the event of a fire alarm.

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6. If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission. The Head Teacher 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 a member of the Senior Leadership Team.