



# **HOLY TRINITY**

## **Church of England Academy**

### **Introduction**

This document is intended to give informative and friendly advice to all those who enter and use Holy Trinity CE Academy including Early Years. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, pupil's safety is guaranteed and that our relationships with the neighbouring community is not compromised by parking access to their homes being minimised.

### **General Overview**

All visitors must report to the reception, give their names, company and purpose of visit. From there they will be directed to the Inventry signing in system. If their car is not in a car parking bay, they will be requested to move it to a position where it does not infringe the movement of other vehicles.

### **Visitors badge agreement**

After signing into the system all visitors must wear the visitors badge produced from the system.

### **Signing out**

All visitors should sign out of the Inventry system.

### **Visitors without badges (known as well as unknown)**

**Under NO circumstances should any visitor whether known or unknown be invited into school WITHOUT the prior knowledge of the Headteacher. This includes ex members of staff/ ex supply staff. Nor should anyone be given a guided tour of the building by ANY member of staff without the permission of the Headteacher.**

Any visitor not wearing a badge will be challenged by staff. Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil safety. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

**If you see a visitor who is known to you but is not wearing a badge, the chances are that they have not followed the correct visitor's procedures (see above) and so it is your duty to politely remind them of our protocol and request that they return to the office to sign in and obtain a badge.**

No occasional visitor should be issued with, or loaned a foyer door lock fob by any member of staff.

Workmen coming onto site should be asked about their requirements for door access etc. – if constant access is needed they will have to come to an agreement with the management. A door monitor from one of the senior classes may be identified to help in these situations if this is possible. If this is not possible then the workmen will have to be inconvenienced. (The need for school security and the welfare of pupils outweighs time and inconvenience to site workmen).

### **Parents visiting or bringing pupils into school after appointments etc.**

All parents must follow the visitor's procedure and obtain visitors badges at all times no matter how well they think they are known to staff. This will also be the case even if they have pre – arranged meetings with teachers and other professionals. They must abide by all procedures as they will not be known by everyone on site and will therefore be challenged by Holy Trinity CE Academy personnel if they are not wearing badges (as part of our responsibility and duty of care to the pupil's).

### **Parents as visitors**

Parents who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at reception and wait in the foyer for a member of the office staff to escort their child to the relevant classroom. They must not – leave their child without seeing the office staff or someone in authority and ensure that their child has been handed over into the safety and jurisdiction of a member of the school staff.

### **Ex- Pupils as visitors**

Ex pupils should not be allowed into school under any circumstances during teaching time. After school hours (when all children have left the school) ex pupils who visit the school should be asked who they would like to see and be taken to the classroom and dismissed from the classroom door-with the prior knowledge and agreement of that class teacher. All ex-pupils should sign into the Inventory system and wear a badge.

### **Polite Note**

Parents must always follow the signing in procedures. Parents and carers are not allowed to enter the building or classes during lesson times without the prior arrangement of the SLT and class teacher as this could be detrimental to the balance of lessons and the concentration of pupil's and staff alike.

If parents wish to discuss issues with staff they can do so by arrangement and letters, or request that staff phone them. Staff are also happy to meet parents and carers after school. Discussion can not take place in class in front of pupil's or during lesson time.

### **Parents as volunteers**

Parents who are assisting in school as volunteers must follow the signing in process but on receipt of their visitors pass may then proceed to the class in which they will be working, which will have been organised by a senior member of staff by prior arrangement.

### **Important to note**

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists, Social Workers, Complex Special Needs Team etc. should be wearing the standard Wirral visitor's identification badge which states their details and is worn on a ribbon around the neck. They should still enter their details into the system and be compliant with our regulations.

### **After school hours**

Holy Trinity CE Academy has frequent visitors after the official school day i.e. 3.20pm. Workmen will generally ask for the assistance of the caretaker and it is the responsibility of the member of staff or caretaker to ask these visitors to follow the protocol above as staff and pupils may still be on site due to after schools clubs and extended schools projects.

**ALL STAFF SHOULD WEAR THEIR NAME AND ID BADGES AT ALL TIMES!**