SUPERVISION OF VISITORS POLICY

Approved by: SLT

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Accessibility: Available on the website and as a paper copy on request

Scope: Ashbridge Independent School and Nursery, Ashbridge-on-Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursery

Introduction

Ashbridge welcomes visitors who may be customers, potential customers, contractors, volunteers, visiting speakers, peripatetic teachers, other professionals or anyone else visiting the site in an official capacity. We have an 'open door' policy for current and potential customers meaning they are welcome to visit the school or nursery at any time. The safety of our children and staff team is paramount and as such procedures are in place to ensure this.

Procedures

- Secure entry systems and procedures are in place.
- Entrance areas are staffed by identifiable personnel who greet and ask visitors to supply their name and business/reason for visit.
- Visitors sign in at reception areas, are shown a document of key information which includes safeguarding information, the use of mobile phones on site and fire procedures. They may be asked to show ID documents to confirm their identity.
- Visitors are issued with a visitor badge which is worn whilst on the premises and are asked to leave their mobile phones/device at Reception if deemed necessary.
- Upon leaving, visitors sign out with the time they have left and return their visitor badge.
- Staff are informed when visitors are expected and on the premises.
- Visitors are monitored and supervised whilst on the premises by the relevant personnel.
- Suitability checks are undertaken on all visiting speakers by SLT to their content is suitable in relation to our Safeguarding Policy and Procedures, and this is recorded on the single central register when required. Where possible recommendations from other colleagues or educational establishments are taken up.
- Checks are taken up on contractors as detailed in the Safeguarding Policy and Procedure and the Safer Recruitment Policy.

Concerns about visitors

Members of the staff team are expected to always be vigilant and to question any person on the premises who is unknown to them, is not wearing a visitor's badge or is unaccompanied. Team members are also expected to speak to any person on site who is using a mobile phone or device in a non-designated area and to refer them to the management team for advice. If a member of the staff team has any concern regarding a visitor they must report it to a member of the management team immediately.