

Westbourne School

Educating girls and boys for life



Visitors Access Policy

Policy Owner	Vina Khan
Last Policy Update	Sep 2021
Next Policy Update	Sep 2022

Westbourne School recognises its responsibility towards ensuring the health and safety of everyone who comes directly or indirectly into contact with the School.

The school is committed to providing as far as reasonably practicable a safe environment, for employees, pupils and lawful visitors. This policy is important not only for security and health and safety reasons but also for the control and guidance of visitors on our premises.

Key Legislation

- A) Health and Safety at Work Act etc. (HASAWA) 1974, Section 3 This act states we have a duty to ensure the health, safety and welfare of people who are not in our employment but who may be affected by the activities of our undertaking. This therefore includes pupils, parents and visitors.
- B) Management of Health and Safety at Work Regulations. These require that visitors are given appropriate information and instructions regarding relevant risks to their health and safety.

Definitions - for the purpose of this policy

Visitor - this may include parents/carers dropping off/collecting children, parent/carers involved in Westbourne School activities and/or personnel visiting Westbourne School for Business reasons.

The Bursar has overall responsibility for pupils who attend the School and visitors both within the School premises or involved in School activities.

Any special arrangement required by pupils/parents/visitors must be ascertained before arrival and suitable adjustments made, where possible. Westbourne employees must take responsibility for pupils and or visitors in their care and should ensure that the requirements of this policy are adhered to at all times. Equipment must always be used safely and left in a safe condition. Activities must always be planned, in relation to health and safety, and risk assessments completed and appropriate control measures put in place.

Visitors Procedure

All visitors must report to reception and sign the Visitor's Book on arrival and departure. The 'Schools welcome policy' is visible when signing in the visitors book which also highlights our expectations of the conduct of the visitor and outlines the School's fire procedure and exits should the alarm sound. All visitors will be provided with a visitor's badge upon signing in.

They will be asked to show some form of identification. This will provide identification to staff, parents and pupils within the School. A member of staff will accompany visitors in the School at all times whilst in the building; at no time will a visitor be left alone with a child. Parents and authorised responsible adults are able to drop and collect pupils without being accompanied.

Health and Safety / Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the School. Visitors to the School must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building.
- External Contractors without DBS checks must never be left alone with a child/children within the School.
- All external doors must be kept locked at all times and external gates closed.
- All internal doors and gates must be kept closed to ensure children are not able to wander.
- Parents, visitors and pupils are reminded not to allow entry to any person whether they know this person or not. Staff within the School should be the only people allowing external visitors and parents entry to the School.
- Visits will be booked, where possible, in advance so the School staff know when to expect them.
- Visitors must report all accidents or near miss incidents on School premises / or when taking part in activities to a member of staff.
- Visitors must look after their own and others health and safety
- Visitors must comply with Westbourne School procedures.
- The School will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.