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Islamia Girls School/Brondesbury College "The School"

Visitors Policy

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1. Overview

- 1.1. The School aims to ensure the safety of students, employees and its visitors on the premises both during School hours and out of School hours.
- 1.2. The School is private property and reserves the right to refuse entry to any individual who either does not show satisfactory identification, does not have an appointment or for any other reason.
- 1.3. The School requires that all visitors comply with the following policy and procedures. Failure to do so may result in the visitor being escorted from the School site.
- 1.4. Even if an individual is well known to the School, they must still comply with this policy.
- 1.5. This policy must be read and adhered to by all employees.

2. Visitor definition

- 2.1. Any individual who is neither a current student of the School nor a current employee of the School will be regarded as a visitor. This includes but is not limited to: students and employees from a sister School, Trustees, parents and PTA members, Inspectors, independent contractors, ex-employees, former students, volunteers etc.

3. Responsibility for accepting visitors

- 3.1. The Secretary is responsible for admitting any visitor onto the School premises.
- 3.2. If the Secretary is away from her desk, the visitor must be asked to wait until the Secretary has returned.
- 3.3. The Secretary is responsible for ensuring the Visitors' Book is filled in correctly before issuing Visitors' Badges.
- 3.4. No other employee may sign in the visitor or issue a Visitors' Badge.
- 3.5. To ensure security, no employee who is not a Secretary may admit a visitor onto the premises. Any admittance contrary to this rule will be issued with disciplinary action. Any student admitting a visitor will be disciplined appropriately.

- 3.6. In exceptional circumstances when the Secretary is absent from work, the PA to the Head Teacher, the Head Teacher or Assistant Head will be the only other individuals authorised to issue a Visitors Badge.
- 3.7. The Secretary will check the Visitors' Book during the lunch break and at the end of the School day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have left the School.
- 3.8. The Head Teacher will be responsible for any planned visitors and will ensure the secretary is keeping an accurate record. For any unplanned visits the Head Teacher will be alerted to the unplanned visitors presence before the individual is allowed beyond the Reception Entrance.

4. Procedure

The standard procedure for all visitors is as follows:

- 4.1. When the security gates are closed, visitors must press the call button at the front entrance, explaining who they are and the purpose of their visit.
- 4.2. Once admitted visitors must make their way directly to the Reception Entrance.
- 4.3. Once at Reception Entrance, the visitor will be asked by the Secretary to sign in and enter their details in the Visitors' Book. All visitors should be prepared to show a form of identification.
- 4.4. If in any doubt about the visitor, the Secretary may ask the visitor to wait in the Reception Entrance and inform the Head Teacher immediately.
- 4.5. All visitors will be required to wear a Visitors' Badge – the badge must remain visible throughout their visit.
- 4.6. Children aged 5 and above will be required to wear a Visitors' Badge. Any child below aged 5 must be named on the parent/guardian's Visitors' Badge and remain with that parent/guardian at all times.
- 4.7. Visitors will then be escorted to their point of contact (their Host) OR their point of contact (the Host) will be asked to come to the Reception Entrance to receive the visitor. The Host will then be responsible for them for the entire time while they are on site.
- 4.8. When a visitor is departing from the School Premises he/she must leave from the Reception Entrance. The visitor must sign out and enter the departure time in the Visitors' Book and return the Visitors' Badge.

4.9. The visitor will be escorted from the premises by the Secretary or Host.

5. Unknown/uninvited visitors

5.1. If a visitor is unannounced, the Secretary will seek guidance from the Head Teacher as to whether to allow the visitor on the premises.

5.2. Any visitor to the School site who is not wearing a Visitors' Badge will be challenged politely to enquire who they are and their business on the School site. Any employee may make this challenge.

5.3. They will then be escorted to reception to sign the Visitors' Book and be issued with a Visitors Badge. The standard procedures above in section 4 will then apply.

5.4. In the event that the visitor refuses to comply, they will be asked to leave the site immediately and the Head Teacher or Assistant Head Teacher will be informed promptly.

5.5. The Head Teacher or Assistant Head Teacher will consider the situation and decide if it is necessary to inform the police.

5.6. Employees will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered. The Head Teacher will keep a written record of such reports and details and will decide on appropriate action (report to all other Schools, the LEA, the police and alert all employees).

6. Abusive/aggressive visitors

6.1. If a visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the School grounds, police assistance will be called for.

7. Trustees and volunteers

7.1. All Trustees and volunteers must comply with the Disclosure and Barring Service (DBS) procedures, completing a DBS disclosure form (if not already held) via the School office.

7.2. The School shall check all Trustee and parent helpers DBS certification to ensure up to date compliance.

7.3. Thereafter, all Trustees and volunteers should sign in and out using the Visitors Book as described in section 4 above.

8. Social visits

- 8.1. An individual may not be invited to the School for a reason other than one which is in the interest of the School and cleared by the Head Teacher. No employees may invite visitors for social reasons.

This Policy should be read in conjunction with the Schools Parents and Visitors Behaviour Policy, Health and Safety Policy and Fire Safety Policy.

