



## Introduction

At Cape Cornwall School we welcome and value our visitors. We endeavour to ensure that students and staff provide hospitality.

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff.

This document is intended to give informative and friendly advice to all those who enter and use Cape Cornwall School. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted and pupils' safety is guaranteed.

Visits to Cape Cornwall School may be arranged for a number of reasons which may include:

- The provision of curriculum enhancement
- The use of outside speakers for assemblies or lessons
- The use of outside agencies to provide support to individual students or groups of students
- The use of consultants or advisers in educational provision
- The maintenance and repair of school assets and or buildings
- Meetings with parents and carers
- Partnership work with schools and other agencies and organizations

## Visitors Notice

- The term visitor refers to anybody who does not usually work at Cape Cornwall School and includes parents / carers
- All visitors must sign in and out at reception
- All visitors must visibly wear a Cape Cornwall School or Local Authority (LA) lanyard at all times
- All non-Local Authority (LA) staff must be accompanied by a member of staff at all times
- No photos may be taken without prior agreement with the school
- All visitors must be aware of the fire drill procedures
- Staff / visitors toilets are located in the foyer - visitors must not use pupil toilets

### **Visitors - procedures to be followed:**

- All visitors must report to the reception and complete the required visitor information including their names, company, purpose of visit, car registration number, etc.
- All visitors will be asked to read the Visitors' Child Protection policy.
- All visitors will be issued with a Cape Cornwall School lanyard
- Visitors will be directed to the waiting area, from where they will be collected by the member of staff arranging the visit.
- Leaving the premises – all visitors should be escorted by the member of staff to reception where they will 'sign out' and return their lanyard.

Any visitor not wearing a lanyard will be challenged by staff. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a lanyard. All staff should wear a Cape Cornwall School ID Badge at all times.

### **Procedures for staff inviting visitors to the school**

If you have arranged for a visitor to meet with yourself or another member of staff, please ensure that they are aware of, and follow the above procedures. Please note that:

- Visitors should not be taking photographs of students unless by prior agreement with the MoS arranging the visit
- Visitors working as volunteers on a regular basis (i.e. more than twice a term) must have a DBS check and be included in the schools Single Central Register.
- Any visitor delivering a lesson or assembly must agree the content and tone of that with you, prior to the visit taking place, and this must be in line with our school ethos, be fully compliant with all Equal Opportunities legislation and take into account the age and ability of the students
- Partners / family of staff must follow the procedures outlined above.

Information and guidance for staff on all Safeguarding matters can be obtained from:

Executive Headteacher – W Marshall

Head of School – C Denley

Designated Child Protection Officer (DCPO) – S Hamshaw

Deputy DCPO – A Short

Single Central Register Manager – C Jelbert

Deputy SCR Manager – M Wilkinson

## **Parents / Carers**

All parents must follow the visitor's procedure and obtain a visitor's lanyard 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 Cape personnel if they are not wearing a lanyard (as part of our responsibility and duty of care to the pupils).

## **Workmen / Service Staff**

Workmen / service staff 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).

## **Local Authority / NHS Staff**

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Careers Southwest Advisors, Educational Psychologists, Social Workers, Complex Special Needs Team, etc should be wearing the standard Local Authority visitor's identification badge which states their details. They should still enter their details in the visitors book and be compliant with our policy and accompanying procedures.

## **After school hours**

Cape Cornwall School has frequent visitors after the official school day i.e. 1510. Reception remains open and operational until 1600 hrs Monday – Thursday and until 1530 hours on Fridays. After this time the doors are locked and security measures in place to ensure anyone entering the premises gains permission from the caretakers or MoS still present on site. Anyone entering the premises after this hour should be accompanied and 'seen to leave' as many students may still be present at a variety of clubs located around the site. 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.