



## **VISITOR POLICY**

Langley school's visitor policy is to promote the Safeguarding of students in our care and the Health and Safety of visitors to the site.

As part of the school's "Prevent" duty, members of the school's Senior Management team including the Designated Safeguarding Lead are provided with details of visiting speakers and course leaders in advance so that approval may be given for the visit.

During the normal school day all visitors are expected to report to Reception (signposted; located in the Main Hall) and on arrival report to reception staff who will direct them to sign in the visitors book. They will then be issued with a "visitor" badge which identifies them as such. This must be worn at all times. These badges have a red lanyard as a visual signal – holders have to be accompanied around site or they must adhere to pre-arranged routes and schedules. Visitors will then be asked to be seated in the Reception area whilst the member of staff they are visiting is contacted \*1. The member of staff in question must collect the visitor from the Reception area. All visitors are asked to read the guidance on safeguarding which is on the reverse of the visitor badge.

The above still applies to out of school hours visitors, but visitors should report to the member of staff on duty. This member of staff will normally be in the Main Hall Duty Room, and contact details are available.

Visitors without badges should be challenged politely by staff and asked if they can be helped. They must be escorted to Reception to collect a badge. Any visitor who does not comply must be asked to leave the site, and escorted.

Visitors have the legal responsibility to care for the health and safety of themselves and others.

Visitors should not be allowed to access boarding landings without being accompanied by a member of resident staff.

This policy applies to all visiting personnel, including ex-pupils.

Visitors should be made aware that the school operates a no- smoking policy.

On leaving the premises visitors must be asked to sign out and return their badge.

\*1 It is acknowledged that representatives from various companies will go straight to the Maintenance Yard to see the Site Manager. In these cases they will sign in and be issued with a badge at that office. There is a telephone with a direct dial to Reception should the Site manager not be present.