

The Rydal Academy

Visitors Health and Safety Policy and Guidance

Accepted by: The Rydal Academy LGB February 2013

Approving Body : Local Governing Body

Committee : LGB

Review Cycle: 3 years

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Date for next review: June 2028

Welcome to The Rydal Academy

Please note the following information.

1. Signing in and out ~ please remember to sign in on the VPass ipad.
2. In the event of a fire ~ the fire bell will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings. You must go to the playground outside the school buildings or the main entrance of the school depending on where is closest. Please evacuate by the nearest safe exit. Exit via the front door or there are various push exit doors and outside doors situated in the corridors throughout the building.
3. In the event of a lock down ~ the lock down signal will sound on all phones and you must remain inside until an all clear signal has been given, the evacuation alarm is sounded or you are told to do so by emergency services.
4. Telephones ~ are situated in the offices, classrooms, PPA room and Halls.
5. In the event of any injury ~ please inform a member of the office staff.
6. Toilets ~ situated in the corridor near the main office
7. Badge ~ you are required to wear a visitor badge while in school. Please obtain one from a member of staff in the office on arrival.

Thank you

Policy for admission of visitors into the school building

Aim

To ensure the safety of pupils, staff and other adults and young people on the premises.

The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, where you are visiting from, car reg and purpose of visit on the VPass iPad at Reception.

The Administration staff, as admitting adults, will take responsibility for the visitor. At no time will pupils be given responsibility for admitting visitors.

Any member of staff admitting a visitor is personally responsible for ensuring that the visitor's details are recorded on the VPass iPad. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

Unless the admitting adult recognises the visitor and knows his/her business at the school, (s)he will establish:

1. the identity of the visitor (if appropriate by asking for an identification document) and check for an enhanced DBS if entering pupil areas and will not be accompanied
2. the purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details on the VPass iPad.

If in any doubt about the visitor/visitors, they must ask the visitor to wait in reception and inform the Administration Manager or Headteacher immediately.

It is the duty of any member of staff to report to the Headteacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description they can of any such person. The Headteacher will keep a written record of such reports and details and will decide on appropriate action (report to all other schools, the LA, the police and alert all staff).

The Headteacher is responsible for ensuring that the procedures in this policy are followed by all staff.