

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: January 2022

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. 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 alarm will sound and you must remain inside until an all clear has been given or the evacuation alarm is sounded or you are told by emergency services.
4. Telephones ~ are situated in the offices and staff room
5. In the event of any injury ~ please inform a member of the office staff.
6. Toilets ~ situated in the corridor near the office
7. Badge ~ you are required to wear a visitor badge while in school.
8. Please obtain one from a member of staff in the office.

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, time of arrival and purpose of visit) in the visitors' book 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, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor is personally responsible for ensuring that the visitor's details are recorded on the VPass I pad. 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);
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 I Pad.

If in any doubt about the visitor, (s)he must ask the visitor to wait entrance porch and inform the headteacher immediately.

Office staff will check the VPass during the lunch break and at the end of the school day to establish that all visitors entered have a time of departure against their name, or (if not) that they have left the school. Staff will note details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

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 which 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.