

# The Rydal Academy

## Visitors in school Policy

**Accepted by:** The Rydal Academy LGB January 2015

**Approving Body:** Local Governing Body

**Committee:** LGB

**Review Cycle:** 3 years

**Last reviewed:** June 2025

**Date for next review:** June 2028

### Introduction

This document is intended to give informative and friendly advice to all those who enter and use The Rydal Academy. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, pupil's safety is guaranteed and that our relationships with the neighbouring community is not compromised by parking access to their homes being minimised.

### General Overview

All visitors must report to the reception, where they will be asked to sign in using the I-pad situated at the front desk. Visitors will be asked to type in their name, organisation and provide an electronic signature. They will also need to provide their car registration if necessary. Their photograph will be taken. This information will be placed in a clear pocket to form a badge and attached to a lanyard.

New visitors will be asked to read and sign that they have read and understood the guidance on security, fire, lock-down, parking and first aid.

### Issuing Lanyards:

Visitors will be given a lanyard at reception with their identification details attached:

**Red lanyard**-for visitors who must be accompanied by school staff at all times while on school premises.

**Yellow lanyard**-for regular visitors who have appropriate checks to move around the school unaccompanied. These visitors will also be provided with a fob to allow door access if necessary.

**Purple lanyard**- staff belonging to the central trust team who have appropriate checks and have the SWIFT Academies badges/fobs which allow access.

**Blue Lanyards**- Governors and directors who have appropriate checks.

**Grey lanyards**-regular school staff

**Green lanyards**- regular school staff who are have level 3 safeguarding training

### Returning the lanyards and signing out

Lanyards, badges and door fobs must be returned to reception once the visitor leaves. Visitors will be asked to sign out using the I-pad and inputting their badge code. The door fobs will be returned to the locked cabinet in the office and these will be checked at the end of each day. Any missing fobs will be deactivated.

### Visitors without badges (known as well as unknown)

Any visitor not wearing a badge/lanyard or those with a red lanyard or visitor sticker, who are not accompanied, will be challenged by staff. Staff not challenging unidentified visitors will be neglecting their duty to ensure

school security and pupil safety. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

**If you see a visitor who is known to you but is not wearing a badge, the chances are that they have not followed the correct visitor's procedures (see above) and so it is your duty to politely remind them of our protocol and request that they return to the office to obtain a badge/lanyard.**

No occasional visitor should be issued with, or loaned a foyer door lock fob by any member of staff. Occasional visitors should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring equipment into school.

Workmen 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 one of the site managers. 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.

### **Parents/carers visiting or bringing pupils into school after appointments etc.**

All parents/carers must follow the visitor's procedure and obtain visitors badges/lanyards 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 The Rydal Academy personnel if they are not wearing badges (as part of our responsibility and duty of care to the pupil's.)

During parent pupil consultations and other large events, due to numbers, visitors will not be given lanyards but all the areas where visitors are permitted will be staffed.

### **Parents/carers as visitors**

Parents/carers who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register their child at reception. The child will then be allowed into the school foyer where a member of staff will escort them to their class if they are in Nursery or the key stage 1 building. If the child's class is in the key stage 2 building they can go to their classroom by themselves. Parents must not leave their child without seeing the secretary or someone in authority and ensuring that their child has entered the school premises.

### **Polite Note**

Parents must always follow the signing in procedures. Parents and carers must not walk through the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupil's and staff alike.

If parents wish to discuss issues with staff they can do so via letters, or request that staff phone them. Staff are also happy to meet parents and carers after school. Discussion can not take place in class in front of pupil's or during lesson time.

Staff on duty on gates and entrances before and after school can also signpost parents to relevant staff as required.

### **Parents as volunteers**

Parents who are assisting in school as volunteers must follow the signing in process and will be escorted to the class in which they will be working, which will have been organised by a senior member of staff by prior arrangement.

### **Important to note**

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Connexions Advisors, Educational Psychologists, Social Workers, etc. should also be wearing their own standard visitor's identification badge which states their details and is worn on a ribbon around the neck, alongside that issued by the school.

### **After school hours**

The Rydal Academy has frequent visitors after the official school day. 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 school clubs.

Therefore, it is important that **ALL** staff are knowledgeable about the Visitors and Lone Workers policies and where badges are kept, questions to ask etc.