

Meadowbrook College Visitors Policy

May 2014
Review May 2015

Introduction

This document is intended to give advice to all those who enter and use Meadowbrook college sites. The protocol is also intended to ensure that everyone knows the procedures, lessons are not interrupted, and pupil, staff and visitors' safety is maintained.

Context

Meadowbrook college welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

- Parents and professionals from different agencies make visits for meetings.
- There are also a number of professionals who are employed on a sessional basis to work with students as part of their programmes.
- We offer work experience for young adults in training as well
- A variety of delivery staff, maintenance engineers and contractors carry out routine work on the school site.

General Procedures

- All sessional staff must undergo a CRB police check in order to ensure that the children are protected. Records of this process are kept securely.
- All visitors must report to school reception to sign in; give their names, company and purpose of visit and car registration numbers.
- All visitors moving around the school site must wear a visitor's badge.
- All visitors must be made aware of emergency procedures by the member of staff
- If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, etc., permission must be obtained from the Head Teacher before any agreement is made.
- Any visitors on site who are not recognised, or who are not appropriately "badged" should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not "badged".
- Regular authority visitors such as Connexions Advisors, Educational Psychologists, Social Workers should be wearing the standard Oxfordshire's visitor's identification badge which states their details. They should still enter their details in the visitors book and be compliant with the regulations.