

COLCHESTER HIGH SCHOOL

External Visitor's Policy

The policy applies to all visitors to the school.

Introduction

Colchester High School offers excellent all-round education to ensure each pupil achieves his or her best and welcomes visitors who often make an important contribution to the life and work of the school in many ways. However we are responsible for ensuring the security and wellbeing of our pupils at all times. The school is equally responsible for the whole school community for ensuring that visitors comply with the guidelines herein.

Staff are required to be familiar with our Safeguarding Children policy.

Policy Responsibility

The Business Manager is the member of staff responsible for the implementation, co-ordination and review of this policy. This person will also be responsible for liaising with the school's Child Protection Officer.

Aim

To safeguard all children under the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Colchester High School children can learn and enjoy both the school day and extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors and parents and conform to child protection guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school-organised (and supervised) off-site activities.

The Policy applies to:

- All teaching and non-teaching staff employed at the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors).
- All parents
- All pupils
- Building maintenance contracts

Protocol and Procedures

Visitors Invited to the School

- a) Before a visitor is invited to the school the Headteacher or a Senior staff member must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by the Senior staff member before a visitor is asked to come into school.
- b) Maintenance contractors will primarily be engaged to work during out of term time. They must meet with the Business Manager and Site Staff to complete the Contractors Risk Assessment (Appendix A) and also supply a copy of their insurance documents prior to commencement of work. All contractors carrying out emergency work during term time will be accompanied by site staff at all times.
- c)
 - Visitors must report to reception first – they do not enter the school via any other entrance. This will include excluded or suspended pupils who are escorted by staff when on site.
 - At reception, all visitors must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff.
 - All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times.
 - All visitors, including contractors will be required to wear an identification badge. The receptionist will point out the evacuation procedures detailed on the reverse of the badge:
 - When the alarm sounds all staff must immediately escort their visitors to the assembly point in the playground.
 - Please ensure that visitors abide by the non smoking policy throughout the school site.
 - All accidents must be reported to the school office where an Accident Report Form can be completed.
 - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. External visitors must be accompanied at all times.
- d) On departing the school, visitors should leave via reception and:
 - Enter their departure time on the Visitors Record Book alongside their arrival entry
 - Return identification badge to reception
 - A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited Visitors to the School

- a) Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

- b) They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The above procedures then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly.
- d) The Headteacher will consider the situation and decide if it is necessary to inform the police.
- e) If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Parent Helpers/Volunteer Staff

- a) All parent helpers and volunteers must comply with Disclosure and Barring Service procedures, completing a DBS form (if not already held) via the School office.

Thereafter, procedures as above should apply.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

The Business Manager will be responsible for resourcing and arranging staff training focusing on people skills which will be identified through the Staff Appraisal Scheme.

This policy will be available to all staff and parents.

Appendix A



| GENERIC RISK ASSESSMENT | | CONTRACTORS ON SITE | |
|-------------------------|----------------|---------------------|--|
| Establishment: | Assessment by: | Date: | |
| Review Date: | Approved by: | Date: | |

| Hazard / Risk | Who is at Risk | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(to take account of local/individual circumstances).</i> | Risk Rating H/M/L |
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| <p>Use of external companies / contractors</p> <p>Poor workmanship</p> <p>Poor practices</p> | <p>Pupils</p> <p>Staff</p> <p>Visitors</p> <p>Contractors</p> | <ul style="list-style-type: none"> • Cognita registered contractors used. Where this is not possible, contractors thoroughly vetted to satisfy selection criteria e.g. (have H&S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned. • Risk assessments and method statements provided. • Appropriate public liability insurance in place (min £5m indemnity) • Pre-contract meeting • School monitors work of the contractors and have regular liaison meetings. • Construction, Design and Management Regulations (CDM Regulations) must be adhered to and for larger projects (over 30 days or 500 person days), are notifiable to the HSE. | | |

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| <p>Access / egress</p> <p>Blocked exit routes</p> <p>Unauthorised access</p> <p>Contact with children</p> | <p>Pupils Staff Visitors Contractors</p> | <ul style="list-style-type: none"> • Designated access route to and from work area. • Restricted access to construction areas all staff advised during team briefing. • Children advised of hazards and risks during assembly. • Contractors to report to school staff if pupils breach area. • Ensure all debris is removed from walkways and disposed of safely. Daily inspection to be carried out by contractors and school representative. | <p>Managers may need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff (and, if a school, parents if necessary) may need to be informed.</p> | |
| | | <ul style="list-style-type: none"> • Construction work undertaken out of normal working hours wherever reasonably practicable or in a separate secure area. • Contractors instructed not to engage in conversation with pupils. • Adequate supervision in the vicinity of the work area if contact is possible. • Agreed programme of work with school. | | |
| <p>Vehicular access</p> <p>Ineffective pedestrian vehicle segregation</p> | <p>Pupils Staff Visitors Contractors</p> | <ul style="list-style-type: none"> • Restricted access, contractors advised accordingly. • Contractors' vehicles not permitted into school grounds at start of school, during breaks, lunchtime and at end of school day. • Pedestrian walkways maintained • If vehicular access is required during school day, permission to be obtained by Head and only with assistance of banksman. | | |

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| <p>Asbestos Ill Health, asbestosis</p> | <p>Pupils Staff Visitors Contractors</p> | <ul style="list-style-type: none"> • Copy of asbestos survey, permission to work (PTW) and all related documentation retained on the school premises in the asbestos log. • Where invasive work is being carried out (i.e. work which involves the fabric of the building, pipe work or services) permission to work must be given • Contractors must read and sign the asbestos permission to work log, prior to commencing the work. • All such work on fabric of building to be authorised by a schools 'Authorising Officer'. | | |
| <p>Electrical equipment & sockets Using poorly maintained equipment</p> <p>Electrocution</p> <p>Fire</p> <p>Trailing cables- trips and falls</p> | <p>Pupils Staff Visitors Contractors</p> | <ul style="list-style-type: none"> • Electrical tools and equipment subject to a Portable appliance testing regime • All portable electrical tools on site to be 110v or protected by RCD's. • All electrical equipment to be removed and/or stored appropriately at the end of each working day. • Cable covers to be used. • Ensure good housekeeping is maintained. • Safe route to workplace has been agreed. | | |
| <p>Health and Safety Information</p> | <p>Pupils Staff Visitors Contractors</p> | <ul style="list-style-type: none"> • Contractors made aware of schools emergency procedures including evacuation and first aid. • Exchange of Health and Safety Policies between school and contractors. • School provides all relevant information to enable contractors to control risks. | | |

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| Hazardous substances | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • Contractor to inform school of any hazardous substances brought onto the site. • Hazardous substances not left unattended. Clearly labelled and securely stored. • Contractor to ensure dust/fume production is minimised. • Appropriate PPE provided and worn by contractors • Visitors to site made aware of hazards and not allowed on site unless wearing suitable PPE. | | |
| Work at height Falling objects / Injury Unauthorised access | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • Work area to be agreed between contractor and school • Ladders adequately secured/removed at end of each working day. • Area below work to be securely fenced off with warning signs displayed. • Working platforms used to have toe boards and mesh panels to prevent falling objects • Restricted access. Pupils reminded of hazards during assembly. | | |
| Security Unauthorised entry to premises Theft | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • Badge system in place for contractors • Contractors must sign in and out of the premises. • Principal contractor to record all contractors on site and advise Reception of all persons on site. • Adequate site security, fencing etc. | | |
| Noise | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • Noise is kept to a minimum or agreed working times have been arranged for any noisy working activities. • If noise to affect neighbours cooperation and communication has taken place. | | |

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| Stored materials / fire risk, injury | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • Materials stored on site to be kept to a minimum. • Storage only in agreed designated secure compound. • Access restricted to authorised persons. • Appropriate fire fighting equipment is available and maintained for use | | |
| Waste material / health risk, fire risk | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • So far as is reasonably practicable, waste to be removed from the site daily or in secure skips. • Waste stored on site to be in a suitable container according to type of waste and in a secure area | | |
| Fire Burns scalds Property damage / loss | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • All Staff and contractors advised of procedures and any alternative routes during contract work. • Smoking not permitted on site. • Hot works permits used where applicable • Combustible materials to be stored in agreed areas unless required for immediate use. • Appropriate fire extinguishers available. • Flammable liquids / compressed gases appropriately stored. | | |