



# Waverley School

## Visitors Policy

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### Introduction

The purpose of this Policy is to keep in place measures which control unauthorised access to the School during the School Day, so as to keep pupils and staff as safe as is reasonably practicable without prejudicing the complete and generous education of pupils. The Policy is therefore directed at protecting people, not property.

In deciding on appropriate security, Waverley School have kept in mind that “Schools should be seen by the children attending them as welcoming places” and that security measures should not be such as to cause alarm.

### Entrances

There is gated access to the school grounds, which is controlled through a buzzer mechanism at the front of the school building.

NOTE; At present this is inoperative and the front door is opened manually with visitors using a front door bell. This is because at the present time the entry system is under review.

### Procedure for Admission of Visitors into the School Building

Standard Operating Procedure is for all visitors to enter by the Main Entrance only and to enter in the Visitors' Book in the Entrance Hall their visitor details (name, time of arrival and purpose of visit). Visitors seeking admittance through the Main Entrance will normally ring the bell. Any Waverley Staff can take responsibility as “admitting adult” for the visitor when he or she is on duty.

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 through any other door is personally responsible for ensuring that that visitor's details are recorded in the Visitor's Sheet. 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, they will establish (i) the identity of the visitor (if appropriate by asking for an identification document) and (ii) the purpose of the visit before admitting the visitor to the School and will ensure that the visitor enters adequate visitors' details in the Visitors' Book. If in any doubt about the visitor, they



must ask the visitor to wait outside and inform the Principal immediately. Otherwise a visitor should normally be asked to wait in the Entrance Hall, or in the office if the Entrance Hall is in use.

Staff will check the Visitors' Book during the lunch break and at the end of the School Day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have left the School. Staff will note in the book 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 Head teacher 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 Head teacher will keep a written record of such reports and details and will decide on appropriate action (report to police, alert all staff, etc.)

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

Nigel Woolnough  
Headteacher  
Waverley School

Policy Date: June 2011  
Review Date: June 2013