

## **PENRYN COLLEGE**

### **Visitor Procedure**

**Last review date:** November 2017

**Responsible SLT member:** Dave Cunningham

**To be reviewed:** December 2019

**Published:** Virtual School, Website

## WELCOME TO PENRYN COLLEGE

In order to keep everyone here safe, we ask you to follow these simple guidelines between the hours of 7:30am and 9pm (Monday to Friday), 8am and 2pm (Saturdays):-

### All visitors:-

- Please report to Reception on arrival where you must sign the Visitors Book/iPAD. You will be issued with a visitor badge label which MUST be worn at all times whilst on the school premises. Visitors without badges will be challenged and asked to report to Reception or leave the College.
- Are to use the staff cloakrooms when necessary (unless they are children from other schools)
- Will be referred to the relevant policies and procedures displayed in Reception (Fire procedures and Child Protection leaflet) and sign where relevant

### Users will:-

- Adhere to the terms and conditions as outlined in the hire agreement signed by the club lead

### Receptionists will:-

- Ensure each visitor signs in the Visitors Book/iPAD, issue each visitor with a badge and refer them to the simple procedures for Fire and Child Protection displayed in Reception.
- Ask the visitor where they have parked and ask them to move their cars if parked in the bus loop if their stay will overlap the start or end of the school day.

- Show the visitor(s) to the seating area to wait to be collected. An adult should collect the visitor unless that visitor is on an agreed list which has been sanctioned by the HR Department.
- Ensure contractors are put in contact with a member of the premises team

#### Staff arranging the visit will:-

- Inform the office in advance prior to the visitor(s) arriving and inform visitor(s) of the rules listed above.
- Be responsible for ensuring the supervision of any visitors/ builders/contractors working on the school site who have not been DBS checked at all times.
- Ensure that if visitors are to deliver a lesson or partake in an activity a teacher or a member of Penryn College staff should remain present at all times.
- Thank the visitor(s) at the end and escort them back to Reception to sign out.
- Escort visitors to the exit as stipulated on the fire policy and ask them to assemble on the STP, where they are checked against The Visitor Book/iPAD

#### The Cover Administrator will:-

- Meet supply teachers who are working at the college for the first time. Give them a pack of the necessary paperwork including the Tier 1 leaflet for Child Protection, the safeguarding policy, the school day times, a plan of the school and the Fire Policy

Updated by:

D A Cunningham

DBDO

11 October 2017