



Individuals who are not wearing ID or uniform

Anyone on site who is not clearly identifiable should be challenged e.g.

- Hello, can I help you ?
- Have you signed in at reception ?
- Who is looking after you ?

Please note:

- Genuine visitors will not take offence at a polite offer of help
- It is everyone's responsibility to ensure school policy is implemented as indicated above – if you don't feel confident to deal with a situation please report it (generally to the member of staff on class support).
- No one should put them selves at risk when following this guidance, if at any time you feel threatened or uncomfortable when dealing with members of the public you should retreat and seek assistance.

The next step will depend on the response received:

Genuine visitor, parent or ex-student who hasn't signed in or isn't wearing visitor badge	<ul style="list-style-type: none">• Explain school policy• Offer to take them to reception.• If declined explain policy is that for the safety of our students all visitors should sign-in and be accompanied.
Unwanted Visitor / Intruder	<ul style="list-style-type: none">• Ask them to leave• Check that they do leave the site.• Ask receptionist to<ul style="list-style-type: none">◦ log as an 'incident' (it is important to keep a record in case further action is required at a later date).◦ inform member of staff on class support (the intruder may return)• If they don't leave ensure that the person on Class Support and / or a member of the Leadership Team is alerted.

It may come to your attention that there are unwelcome visitors at the school gate or members of the local community are planning to come to the school site for inappropriate reasons – this type of 'local intelligence' should always be reported; generally to the member of staff on class support. If you are concerned that the potential intruder(s) could represent a danger to staff or students a member of the Leadership Team should be alerted immediately.

When necessary members of the Leadership Team can call for support from the Police Community Support Officer.

In the event of an emergency related to an intruder on site there is a Surrey County Council procedure the Leadership Team will follow to call for emergency assistance.

There is separate Surrey County Council guidance on "Managing parent's right of access to school premises" for use in the event of a parent behaving in an inappropriate manner on a school site.



Emergency Procedure (Sheltering)

If an intermittent (pulsing) bell is rung this indicates that staff and students should 'take shelter'. EVERYONE should remain in their classrooms and if not already in a classroom should proceed directly to the classroom their next lesson will take place in.

The following actions should then take place:

- lock classroom doors
- close windows, pull down blinds, then stay away from windows
- keep students calm
- instruct students to switch off mobile phones (lines need to be kept clear for use by emergency services)
- instruct students to be as quiet as possible
- check email for messages
- Wait for further instructions either by email or runner

Under no circumstances should anyone leave (or move around) the building before the Headteacher or Deputy Headteacher has informed them that it is safe to do so.

VISITORS HEALTH AND SAFETY GUIDANCE (this includes volunteers, work experience and PGCE students and contractors)

If a person is not employed directly by the school this guidance applies.

Summary Procedure:

If this person is to be a regular visitor they should have a

- Short induction with personnel dept (It is important to inform Personnel as early as possible if departments are expecting anyone to be coming in as a volunteer or for any other reason on a regular basis).
- Current valid CRB
- Visible ID (either from their own organisation or provided by EHS)
- Complete and return fire sheet
- To comply with fire regulations all visitors should sign in and out of visitors book at reception on each visit

Occasional visitors should

- Be accompanied at all times by the person who invited them onsite or another nominated member of staff (this also applies to School Experience Placements)
- Sign in at Reception
- Wear a Visitors Badge
- Read the instruction in case of fire in the visitors book
- Sign out as they leave

Contractors should:

- Sign-in at Reception
- Visible ID (either from their own organisation or provided by EHS)
- Complete contractor on-site form
- Familiarise themselves with fire alarm, evacuation and assembly point from emergency procedures displayed at reception
- Only undertake tasks they are competent, either through experience or qualification, to undertake safely.
- Sign-out when they leave

Staff should ensure that the premises team are aware of any contractors doing any work for any reason at anytime. If an activity has been arranged with an outside provider a suitable risk assessment must be completed and acted on. All visitors should only undertake activities they are competent, either through experience or qualification to undertake safely.