



Wychwood School

## **ACCESS TO PREMISES BY VISITORS, TEMPORARY OR OCCASIONAL WORKERS POLICY**

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### **Scope**

This guidance relates to all visitors to the school whether planned or unplanned, and the supervision, where appropriate, of those visitors. It extends to access throughout the school, contact with staff and pupils and management thereof.

### **Objectives**

- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by visitors to the school
- To manage access arrangements and ensure that key members of staff know where visitors are at all times

### **Guidance**

Visitors to school normally fall into one of seven categories:

- a) Parents or families of girls
- b) Potential new pupils to the school and their families
- c) Contractors or other workers at the school on short-term visits
- d) Delivery personnel
- e) Visitors to residential staff outside core school hours
- f) Visitors and guests of school pupils
- g) Governors

### **Visitors other than girls / families / friends of girls**

Visitors to school should only be able to enter the school via the front door at 74 Banbury Road as all other doors are locked with key pad entrance. Girls know never to let someone into school by any other door. ALL visitors to the school must report to the main school office by ringing the doorbell on 74 Banbury Road and being buzzed in and greeted by office personnel. Visitors should then wear a name badge issued by the office which should be

returned when they leave. All delivery personnel must be accompanied in all areas other than the school office or entrance hall where they can be seen at all times.

Badges must be worn by any contractors / delivery staff who move beyond the school office and entrance hall where they are visible; in addition, they must sign in the contractors' book. Gardeners from Oxford City Council have their own visible ID and do not need a school badge – they must, however, sign in each month.

### **Friends of Pupils**

These may visit at appointed times only and then only after being introduced to the senior staff member in charge at the time – this extract is from the Staff handbook which also has slightly more information on intruders.

*The regulations on the number of visitors which any one form may have are as follows:-*

*LT boarders may have up to 4 visitors in the Red Room between 2.00 and 4.30pm on Saturdays. This number includes day girls. **Guests are to be named (full name) at permissions, and introduced to duty staff immediately on arrival.** Staff may request a contact telephone number for visitors if they wish.*

*UT boarders may have up to 4 visitors in the Red Room or garden between 2.00pm and 6.00pm at weekends. **Guests should be named at permissions and introduced to the staff on duty immediately on arrival.***

*Shell boarders may have visitors in the entrance hall or the garden (not on the pavement on Bardwell or Banbury Roads) between 3.50pm and 4.10pm on weekdays. Visitors must ring the front door bell and be introduced to a member of staff. They may have up to 6 visitors in the common room between 2.00pm and 6.00pm at weekends. **Guests should be named at permissions and introduced to the staff on duty immediately on arrival.***

*Study boarders may have female visitors in the Study common room between 7.30pm and 9.00pm on Friday evenings and may have female visitors in the Study common room at weekends from 2.00pm to 9.30pm. They may have male visitors in the Study common room or garden with staff permission at weekends. **Male visitors may NEVER visit bedrooms. Guests should be introduced to the member of staff on duty immediately on arrival.***

Girls' visitors should not be taken to meals.

Staff should record the names of all visitors and the time of their visits in the absence diary.

### **Uninvited Visitors**

In this main road city site our school is vulnerable to intruders whether accidental or deliberate. Any staff member should (politely) request identification from any stranger seen on the premises at any time and ensure that they leave the premises.

### **Accidental Visitors**

These are usually foreign students looking for one or other of the numerous language schools in North Oxford. Help them if you can, but make sure they leave the premises.

### **External Contractors**

Any external contractors working on-site will always be accompanied by a member of the current facilities team during term time or when the girls are in residence. They must sign in and out of school in the contractors' book and must show ID on their first visit to the school.

- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- Contractors will wear a visitor badge whilst on site at all times.
- Contractors will follow evacuation procedures in the event of an emergency.

### **Procedure for Identifying Contractors and Visitors who are not involved in Teaching, Training or Personal Care**

The School will ask for photographic identification of anyone unknown to us visiting the school for the purposes of carrying out repairs or carrying out inspections.

The School will check photographic identification on the first occasion a contractor or visitor enters the school. This is recorded in the Contractors' Signing In File in the front hall.

Contractors or visitors are always accompanied when indoors. Contractors or visitors working in full public view (the gardeners) need not be accompanied.

Our delivery and regular service personnel are well known to us and will not be asked for photo ID every time they visit. However, new personnel will be requested to show photo ID.

All such contractors or visitors are regarded as being temporary or occasional. The staff who work for us on a regular basis, whether in regulated activity or not, whether part-time or full-time, are all subject to an enhanced DBS check.

Temporary or occasional workers and visitors includes people such as, but not exclusively:

- Adjudicators for Form Plays and Performing Arts evenings
- Assembly or forum speakers
- Stationery delivery personnel
- Boiler system repair personnel and inspectors
- Laundry delivery personnel
- Careers Fair volunteers
- Christmas Fair stall holders
- Contractors employed for short periods on specific projects
- Fire system repair personnel and inspectors
- Friends of Wychwood Committee members
- Fume cupboard service engineers
- High gutter maintenance personnel
- ISI Inspectors
- JCQ and Examination Board inspectors
- Kitchen delivery personnel
- Kitchen repair personnel
- Lecturers for the Wingfield Digby lectures
- Legionella inspectors
- Medical personnel who visit to vaccinate the pupils

- Musicians who sing or play at the Christmas Carol Service
- Newspaper delivery personnel
- Computer contractors.
- Oxford City Council occasional gardeners
- Oxford City Council occasional repair experts
- PAT testing engineers
- Technicians for photocopier repairs
- Sani bin personnel
- University Fair volunteers
- Visiting authors for World Book Day
- Window Cleaners
- Wychwood Association Committee members
- Governors