



SCHOOL VISITOR POLICY

LSA Technology and Performing Arts College is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

The following procedures will help the school discharge these duties and help ensure the safety of visitors whilst on the site and in case of emergency evacuation.

- 1 All visitors (e.g. contractors/parents/invigilators) **must** report to Main Reception to sign in and receive a visitor's badge.
- 2 Please advise all visitors in advance of this requirement and inform Main Reception of the intended visit if possible.
- 3 It is the responsibility of all members of staff to advise any visitor they see on the premises without a badge of the need to sign in at Main Reception. In these circumstances the visitor should be directed to, and accompanied if possible, to Main Reception.
- 4 If the visitor refuses to go to main reception or to leave the premises and/or becomes aggressive or threatening there are some general principles that staff should follow:
 - Safety of yourself and others (students and staff) is paramount. Do not put yourself in danger. Ensure students are removed from the situation to a place of safety
 - Seek help from other members of staff (using the radio etc – clearly stating your location)
 - Attempt to calm the situation – if this is possible
 - Call the police (request that the police be called)

All incidents of this nature must be reported to the Headteacher and the Health & Safety Co-ordinator in School, by the member of staff involved, following the event.

- 5 On arrival at Main Reception the visitor will be asked to sign in and wait in the reception until the appointment has been confirmed and the visitor collected (by a member of staff).
- 6 Emergency evacuation procedures will be displayed in Main Reception for visitors to see. Any visitor with a disability or mobility problem must inform their host member of staff who will ensure that the correct provisions are in place for their safe evacuation.

Reviewed (without amendment) September 2016