



*Burscough Priory
Science College*

***VISITORS AND VOLUNTEERS IN
SCHOOL POLICY***

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves and also of pupils and staff. As a school we have a statutory duty regarding safeguarding of children and we take this responsibility seriously.

Would all visitors therefore:

- Park in an available bay and report to the school reception.
- On arrival in school, use the main school entrance and report and sign in at reception, showing proof of identity.
- All visitors who are to have unsupervised access to students must have DBS clearance.
- Read safeguarding leaflet given at the reception.
- Wear a visitors' badge which is issued at reception.
- Read the visitors' information on display at reception along with the leaflet.
- Wait in the seated area in reception until collected by the relevant member of staff.
- Ensure that at all points during the day, you are accompanied by the member of staff who has invited you in.
- Use only the staff cloakrooms when needed.
- Sign out at reception on leaving the school, returning the visitors' badge. Should you be leaving the premises after 4.30pm when reception is closed, the member of staff you are visiting will be responsible for collecting your visitors' badge and seeing you safely off the premises.
- Visitors will be given fire evacuation instructions on signing in.
- Should there be a fire evacuation, visitors should go to the dedicated assembly point, reporting to the Receptionist (see the school's fire evacuation policy).

NO SMOKING POLICY

The 'Smokefree' legislation applies to all Council buildings and Council owned vehicles and also applies to all visitors to Burscough Priory Science College and Lancashire Council premises including the school grounds. **Delivery Vehicles and Contractors**

- This Policy for Visitors applies to all contractors visiting the school or working on the school site.
- All delivery drivers must report to reception in the first instance.
- Deliveries for the kitchen will be carried out by official suppliers only and prearranged for a specific day.
- Drivers from companies who are unable to report to the main reception area must report to the School Meals Supervisor in the school canteen who will log their details onto the kitchen visitor log.

DELIVERY VEHICLES AND CONTRACTORS

- This Policy for Visitors applies to all contractors visiting the school or working on the school site.
- All delivery drivers must report to reception in the first instance.
- Deliveries for the kitchen will be carried out by official suppliers only and prearranged for a specific day.
- Drivers from companies who are unable to report to the main reception area must report to the School Meals Supervisor in the school canteen who will log their details onto the kitchen visitor log.