

SECURITY AND VISITOR ACCESS POLICY

2016-17 – v1



Date approved:

Signed:

(Headteacher)

Signed:

(Chair of committee)

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Introduction

Ecclesfield School is committed to safeguarding and promoting the welfare and safety of children and young people. As such the following procedures are designed to regulate the flow of visitors to the school site, thereby reducing potential risk to any student in the school.

Entrance beyond the reception area of the building is strictly prohibited to any persons other than school employees and authorised visitors.

Short Stay Visitors (less than 30 minutes) – must sign in at reception where they will receive a visitor pass which must be visible at all times. This category of visitor will only access the main visitor meeting room and must not enter the main section of the school.

Long Stay Visitors (over 30 minutes) – must sign in at reception and will be issued a lanyard in line with the school policy shown at appendix 1. Representatives will be seen strictly by appointment only.

After Hours Visits

An employee sanctioning visits after school opening times (8:00 – 4:00) will be responsible for allowing the visitor access to the building and for ensuring this policy is enforced.

The visitor must agree to abide by the Health, Safety and Safeguarding policies in place at the school.

The visitor is required to observe the fire evacuation procedure which is located in the reception area.

Visitors are responsible for their own health and safety while they are on the school premises. In terms of contractors on site please refer to the 'Permission to work' process.

Identification Protocol

The safeguarding procedures at Ecclesfield School prescribe that all persons must be clearly identifiable on sight by visible lanyard. The following protocol is applied to the identification of **all** individuals. At all times, staff, visitors and external agency workers must display an I.D. which clearly identifies that individual within the framework of the schools' protocol.

The following definition outlines the levels and types of clearance applicable;

Lanyard Colour	Individuals applicable to	Conditions applicable on site
Black	Staff employed at the school with DBS clearance.	Evidence that individuals have DBS clearance and details are held on the Single Central Record (SCR).
Blue	External partners who may access the school to undertake regulated activities as part of the duties and responsibilities of their role. This may include; <ul style="list-style-type: none"> • Local Authority Employees. • Facilities Management Employees. • Health Authority Employees. • Supply Staff. • Volunteers to the school. • External contractors providing services to the school. • ITT Students. 	Evidence that individuals have enhanced DBS clearance and details are held on the SCR.
Red	Individuals who do not hold a valid DBS clearance. This may include; <ul style="list-style-type: none"> • Staff who have not been cleared or, whose application is in process. • Contractors undertaking one days' work. • Volunteers (not exceeding 3 days). • Supply Staff (where evidence of DBS clearance has not been received from the agency). 	A staff member must accompany at all times whilst on site. Where contractors are working on site they should be supervised by the staff member. Individuals should not work unsupervised with students. Risk Assessment should be undertaken.
Yellow	Student representatives who have responsibility for specific projects in school.	For identification only.

Exclusions

- Parents attending for meetings with staff are issued with a badge using the normal sign-in system and should not be allowed into the school without direct supervision of a member of staff.
- Visitors to Interserve Facilities Management will follow the protocol of that organisation, with the proviso that there is no breach to the safeguarding regulations and procedures set by the school.