

Visitor and Contractor Policy



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Visitor and Contractor Policy

Policy Summary

- Before allowing visitors into Releasing Potential, staff must ensure that the identity of any visitor has been confirmed by checking of photo ID badges or otherwise checking with an appropriate person or organisation (e.g. contacting the company head office, parent or member of staff expecting the visitor, if that visitor is already known to them).
- All visitors will receive a **Red** visitor badge and remain under the supervision of a designated member of staff whilst on site
- All contractors carrying out work should be met and a site induction carried out by the Facilities Manager before work commences.

Introduction

The purpose of this policy is to safeguard all pupils, staff, governors, parents, visitors and on-site contractors while they are on Releasing Potential premises.

The Policy applies to:

- All staff employed by Releasing Potential
- All external visitors entering Company premises during the day
- All parents, pupils, Trustees and Governors
- Building maintenance contractors

Visitors Invited to Releasing Potential

- a) Before a visitor is invited to Releasing Potential Charity SLT must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by Charity SLT r before a visitor is asked to come into school.
- b) **Governors and Trustees would notify the relevant duty manager on arrival and would sign in. They can be easily identified by their green lanyard and RP photo ID.**
- c) **Inspectors would be required to wear a visitor badge alongside their own identification and should follow the sign in process. Ofsted Inspectors may be able to meet with students on their own.**
- d) Maintenance contractors will primarily be engaged to work during out of school hours. Initially they must meet with the Facilities Manager when they arrive on site. They must complete the Contractors Induction and be shown the Asbestos statement for Releasing Potential, approve hot works and issue permits. Contractors should also supply a copy of their insurance documents and DBS where appropriate, prior to commencement of work. All contractors carrying out emergency work during term time will be accompanied by site staff at all times.

- e) Visitors must sign in at the main entrance first. They must not enter Releasing Potential via any other entrance. This will include excluded or suspended pupils who are escorted by staff when on site.
- f) At reception, all visitors must report to a member of Office Staff and must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff. The receiving member of staff must ensure that they have confirmed the identity of the visitor. For example, for a contractor, the member of staff will confirm identity via a company ID badge, or by ringing the company head office. If the visitor is a member of a pupil's family who is unknown to the office, their identity should be verified by the parent of the pupil.
- g) All visitors will be asked to sign the Visitors Record Book at all times.

Visitor Health and Safety Information
<ul style="list-style-type: none">• As a visitor you have a legal responsibility to care for the Health and Safety of yourself and others.• Any accidents, near misses or defects you observe must be reported to a member of staff.• Visitors must be accompanied at all times.• Releasing Potential operates a no smoking policy.
<ul style="list-style-type: none">□ The fire alarm is a continuous siren. If this should sound, leave the building by the nearest exit and proceed to the assembly point (netball / tennis courts).• Should you discover a fire, operate the nearest alarm, and follow the exit procedure above.

- h) Visitors must be escorted to their point of contact by a member of staff (if prior notice of the visit has been received), OR their point of contact will be asked to come to reception to receive their visitor (if the visitor is unexpected).
- i) If the alarm sounds all staff must immediately escort their visitors to the designated assembly point.
- j) On departing Releasing Potential, visitors should
- Enter their departure time in the Visitors Book alongside their arrival/ entry.
 - Return identification badge to RP to a member of staff.

Unknown/Uninvited Visitors to Releasing Potential

- a) Any visitor to Releasing Potential site who is not wearing an identity badge, or if wearing a red badge and unaccompanied, should be challenged politely to enquire who they are and their business on Releasing Potential site.
- b) They should then be escorted to the signing in book to enable them to sign in. to sign the Visitor's Book and be issued with an identity badge. The above procedures then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and Charity SLT should be informed promptly.
- d) The Charity SLT will consider the situation and decide if it is necessary to inform the police.
- e) If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave, police assistance will be called for.

Parent Helpers/Volunteer Staff, Governors and Trustees

- a) All parent helpers, volunteers, Governors and Trustees must comply with Criminal Records Bureau procedures, completing a CRB disclosure form (if not already held) via HR.
- b) HR must check all helpers and volunteers DBS certification is in date at the beginning of the academic school year.

Thereafter, procedures as above should apply.

- c) New helpers will be asked to comply with this policy by the member of staff who they first report to when coming into Releasing Potential for an activity or class supporting role.

External Visitors and Contractors

Contractors

Contractors are responsible for:

- Notifying any hazards arising from their activities which may affect occupants of the buildings
- Signing in upon arrival
- Complying with supervision of the duty SLT and or facilities staff in controlling the safety of the Releasing Potential environment

Visitors

- All visitors must report to the office on arrival where a signing-in system is in operation and visitor ID badges are issued along with health and safety information.

- Regular visitors and other users of the premises, e.g. contractors and delivery persons, are required to observe Releasing Potential safety rules
- Visitors should wear a suitable visitor's badge when on the premises

Staff Development

As part of their induction, new staff will be made conversant with the policy for visitors and asked to ensure compliance with its procedures at all times.

This policy will be available to all staff and parents on the Releasing Potential website and also provided in addition to the Staff Handbook.