

Felixstowe International College

Visitors to School Policy



Policy

FIC welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular DBS checks and Health and Safety requirements.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and visitors themselves can benefit from contact with the pupils and staff.

Visits relating to purposes such as Careers talks, Drama Groups, workshops etc should be made available to all relevant groups of pupils.

Visitors to classes for specific purposes of contribution to topics, relating experiences etc are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Principal or Deputy Principal prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience.

Procedures:

Day to day unexpected visitors, callers, ancillary, contract and 'unchecked' staff:

Ancillary staff:	e.g. Volunteers
Contract staff:	e.g. waste collection staff
Unchecked staff:	e.g. meter readers/delivery men

All ancillary, contract and unchecked staff should be treated as visitors and are referred to as visitors in this policy.

- All visitors must enter FIC through the main reception door, regardless of the time of their arrival
- There is a door bell which will alert staff to the presence of a visitor.
- Students are not allowed to open the front door to visitors or other students at Maybush Lane.
- FIC is in a 'no cold calling' zone, and as such we rarely get visitors calling, unless we have arranged for a visit.
- Any visitors with an appointment are asked to sign in, given a visitors badge and escorted to the relevant person who is expecting them.
- Proof of ID must always be checked for visitors from Agencies or Authorities. If in doubt, the visitor's company/agency should be called for verification.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed. Contractors are shown the Asbestos statement, Hot Work Permits and asked to sign the form confirming they have seen it. Staff are made aware that contractors will be working on the premises. Contractors will have no access to the students unless supervised by member of staff, e.g. in a classroom
- If any visitor is to be regularly working with pupils in school then they go through the DBS procedures, and are not allowed unsupervised access to students until satisfactory DBS and references are received

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- Any visitor apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour will be denied access.
- Police should be informed if the situation gets out of hand.
- Visitors should only be let in if staff are completely satisfied that the visitor is here for legitimate purposes
- All visitors should be made aware that FIC is committed to safeguarding and takes child protection issues seriously. Any violations will be reported to the police.
- FIC is a no smoking zone to everyone, and should be emphasised to visitors.
- All visitors should be made aware that they are being monitored on CCTV outside the building.
- All visitors are made aware of fire procedures
- Visitors must wear a visitors badge at all times
- All visitors should be accompanied at all times
- No keys to any doors or locks should be given to any visitors
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely asked their business and dealt with appropriately
- All visitors must return the visitor's badge before leaving the site
- All visitors must sign out when leaving.

On the occasion of the unexpected visitor, the first point of contact would be with a member of the office staff, who will involve other staff, as appropriate. If an unexpected visitor arrives at the weekend, the House Parents will deal with them, in accordance with this Policy.

Because all of our students are from overseas, the students do not receive visits from parents/family, except in very rare circumstances. If this should occur, the parent/family member will not, under any circumstances, be allowed into the boarding area in Maybush House, unless accompanied by a house staff member, and will at no time have unsupervised access to other students.

Contractors working on site will be supervised, and will not come into contact with the students without supervision, e.g. if they need access to the classrooms whilst students are being taught, then students will be moved to a different classroom, if available. Students will not be allowed into the boarding house whilst contractors are working there. The school try to arrange for contractors to work in the school/boarding house during the school holidays, wherever possible. With essential emergency repairs/maintenance, contractors are supervised by our maintenance man and house staff.