

**Visitor's Policy
For
Omagh Academy**



Implementation Date – 2022

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Introduction

We are committed to ensuring a warm welcome to Omagh Academy to all parents and visitors. While we welcome members of the wider school community and those invited to meet with pupils or staff, it is paramount that the safety and order of all in school is a primary concern. To maintain a safe environment, it is essential that all visitors to school during normal school hours follow the procedure set out below.

The aims of this policy are:

- To monitor all visitors arriving to and leaving from the school building and grounds;
- To ensure that all visitors can be clearly identified around the school;
- To safeguard all pupils from any potential harm;
- To highlight any visitors who have not signed in and followed the visitor procedure;
- To respond to such visitors in a timely and appropriate manner.

Where and when the policy applies:

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours and during after school activities.

The policy applies to:

- All staff employed by the school;
- All external visitors visiting the site during normal school hours, or for extra curricular activities after school by arrangement (including parents, former pupils or external candidates in exams, peripatetic tutors, sports coaches, examiners, invigilators, members of outside agencies);
- All governors;
- Pupils meeting teachers during study leave;
- Building and maintenance teams, and all other independent contractors;
- Transport staff (contracted taxi services, hired buses etc.);
- All other education-related personnel;

Child Protection and Safeguarding

All visitors must comply with the Child Protection Policy of the school. The purpose of this policy is to ensure that the welfare of pupils is safeguarded and their safety preserved. Visitors wishing to read this policy in advance of their visit can find it on the school website at www.omaghacademy.com/policies

Making appointments (Parents/Carers)

Parents/Carers can make appointments to speak to pastoral staff or other members of staff when necessary. Appointments to speak to staff can be made through the school office, and can be set up at a mutually convenient time. Parents/Carers are asked not to come into school to meet a member of staff without a prior appointment, except in the case of an emergency.

Visitor Procedure

All members of staff expecting a visitor must:

- Notify Reception in advance;
- Meet the visitor at Reception, check the visitor's signing in and out book or the Contractor's register has been completed and a lanyard has been prepared.
- Be responsible for the visitor for the duration of the visit
- Escort the visitor back to Reception upon leaving, ensure the visitor's lanyard is returned and that the visitor adds the time out to the appropriate log.

Staff at Reception must

- Contact the appropriate member of staff to receive the visitor;
- Ensure the visitor's signing in/out book or the contractor's register is completed;
- Provide a lanyard to the visitor;

On arrival to school all visitors must:

- Report to reception;
- Provide name, organisation, reason for visit, time arriving and name of contact in school;

- Formal visitors representing the Education Authority, businesses, contractors, outside agencies are required to present formal identification;
- Contractors are required to complete a separate visitor's book, receive a visitor's lanyard and wear this visibly throughout the duration of the visit;
- All other visitors should complete the visitors signing in and out book, receive a visitor's lanyard and wear this visibly throughout the duration of the visit;
- Not move around the school site unaccompanied at any time;
- Return the visitor's lanyard when leaving school and add the time out to the visitor's signing in and out book or Contractor's register.

Procedures for former learners who return to the school to prepare and sit examinations and external candidates

Staff at reception must:

- Ensure the visitor's signing in and out book has been signed and a visitor's lanyard has been prepared;
- Escort the visitor to the Assembly Hall for the exam;
- Escort the visitor back to Reception after the exam, ensure the visitor's lanyard is returned and that the visitor completes the visitor's signing in and out book by adding the time of departure.

Unknown/uninvited visitors

All members of staff have a duty to inform the Senior Leadership team of any unknown or uninvited visitors in the school building or in the school grounds. Individuals in the school building should be politely asked to show the visitor's pass and asked to display this clearly if they have not done so. If they do not have a visitor's lanyard, the individual should be escorted to the Reception to complete the Visitor Procedure. In the event that the individual does not comply, a member of Senior Leadership Team should be contacted promptly. The member of Senior Leadership will consider the situation and assess whether the PSNI should be notified. Any individual who becomes aggressive or abusive will be asked to leave the site immediately and warned that failure to do so will result in a complaint to PSNI.

Linked documents:

- Child Protection Policy
- Health and Safety Policy



Omagh Academy Visitor's Signing in and out book

DATE	NO	NAME	FIRM OR ADDRESS	I HAVE READ & UNDERSTOOD THE FIRE SAFETY GUIDELINES FOR CONTRACTORS & VISITORS (TICK BOX)	TIME IN	TIME OUT



Omagh Academy Contractor's log book

Date	Visitor name	Company name	Time in	Time out	Order/Call number	Reason for visit	Confirm you have checked the Asbestos Register	Signature