



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Site Users' Policy

Approved by: Board of Governors

Date: 12 December 2017

Last reviewed
on: October 2015

Next review due
by: November 2021

The control of visitors, contractors and site users is a fundamental part of our school's security policy for the safeguarding of both staff, students and property. All Saints Catholic College recognises its responsibilities to ensure the safety of its employees, students and visitors while on its premises, and also recognises that the operations of contractors on its premises must not affect the health and safety of employees of either the School or the contractor. Every site user needs to adhere to the school's vision and values and must follow the Staff Code of Conduct. If site users are not able to demonstrate this, then they will be asked to leave the site.

Our policy is that:

Visitors

- All visitors report to the reception on arrival
- All visitors are issued with a lanyard to be worn at all times. Lanyards are colour coded for visitors, blue signifying that the visitor is DBS checked and red for all other visitors. This includes parents, volunteers, contractors, Diocesan, LA staff and any other person that is not school staff
- Any person on site without a lanyard will be asked to accompany a member of staff to the reception desk or they will be asked to leave the site
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police
- Any visitor, parent / carer or volunteer in school without having had a DBS check will be accompanied at all times whilst on the premises by an authorised member of staff who has had a DBS check
- Visitors will not remove any items of school property without the express permission of school staff
- For their own safety any visitors will be given appropriate information on the school's Fire Safety Procedures

Site Users

All site users, contractors and visitors need to comply with our 'No Smoking' policy and code of conducts

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Community groups may only use the rooms after the end of the School day or at weekends. There are separate booking forms and letting agreements for this.

Contractors

Contractors and maintenance personnel will not always have been DBS checked and they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given school the appropriate lanyard and be expected to wear them
- They will only park where authorised to do so
- Will only carry out work agreed at the start of the contract and at the times agreed
- Will be supervised at all times by school staff. (This does not mean continuously but in a way proportionate to their location and proximity to unsupervised children).

Physical security measures

The Board of Governors has considered the need to use physical measures such as fencing, CCTV and electronic access controls to ensure the safety of staff and students. Governors will review