

**ADULT VISITORS POLICY**

1. All visitors to the school must come with two forms of identity, one of which must be photographic.
2. Any visitor (apart from parents) visiting the school more than once are required to provide the School with a cv, the names of two referees and the documents required for the school to apply for DBS clearance i.e. two forms of photographic ID and a utility bill which can be either council tax or water or electricity/gas.
3. All visitors to the school must report to the Receptionist first and obtain a "Visitor" badge.
4. Visitors are not allowed unescorted into any part of the main school building, gymnasium, or boarding school at any time i.e. in or out of school time.
5. If any visitor would like to meet a staff member or a student:
 - The Receptionist/Head Teacher's PA will call the relevant person
 - The meeting, if with a student will take place in the foyer outside the Registrar's office. If the visitor is a parent of a student, the meeting may take place in the foyer outside the Registrar's office, or if privacy is required, in the interview room.
 - If with a teacher, the meeting may take place in a classroom or the venue may be left to the discretion of the teacher/staff.
 - At no time, must visitors be left with pupils behind closed doors on their own, even if the visitor is a parent and the pupil is their child.
6. When visitors/parents make an appointment with a teacher, the teacher is responsible for taking the visitor/parent to the meeting place and escorting them back to Reception. The meeting may take place in the presence of the Head Teacher if the teacher so wishes. (It would be prudent to inform the Head Teacher of a parent/teacher meeting when arrangements are being made).
7. After every meeting, the parent/visitor must report to the Reception to return the badge and confirm that they are leaving the building by signing out. Any immediate return must also be reported to the Receptionist.
8. Visiting personnel who come to service equipment must also wear a badge and be escorted by and stayed with the Facilities Manager/Receptionist until service is completed. The badge must be returned to the Receptionist before leaving.
9. Any member of staff observing a visitor/parent without a badge must inform the visitor/parent to report to the Reception to regularise the visit.