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Europa Visitor Procedures

Version and Date		Action/Notes
V1	06 August 2018	Needed to Change Visitor Policy so that all visitors arrive on site via Main front entrance
V2	August 2022	Updated for new staff overflow car park
Review Date August 2026		

To ensure that we are protecting our children and following 'Safeguarding' guidelines the following procedures must be followed at all times:

Access to the site is via several entrances. Where visitors have the prior agreement of the Senior Management and site team, supervised access is permitted via the rear entrances on Thame Lane and the cycle entrance on main road.

All other visitors (including parents between 8:45 and 3:15 weekdays) must access the site via the main reception entrance where there are dedicated visitor parking spaces (a further two are being made available near the reception area).

All visitors (including contractors) to school must report to the main front reception with a form of identification. They will then be signed in by reception staff and given the relevant visitor badge/lanyard. The meeting room for visitors is room 200 - visitors will be escorted by a member of staff.

Any visitors to classes must be able to provide original photographic ID (i.e. Passport / photo driving licence) if requested and be escorted by a member of staff at all times.

All visitors must be issued with a copy of the school 'Visitors Code of Conduct'.

Regular visitors to school, supply staff, school inspectors and those working directly with students (those who will be left unaccompanied) or having access to school data will have had to complete all the necessary 'Safeguarding' checks and they will then be recorded on the school Single Central Record. Staff must check with Anna Cole-Morgan (HR Manager) that the necessary checks have been completed if they have a visitor in the above category. Where this has not been done, reception staff will ask for a DBS certificate which

will be copied and recorded. Once checks have been verified, these visitors will be issued with a visitor lanyard.

All contractors must sign in and out at reception and produce photographic ID and have previously provided the school with a signed copy of their 'Safeguarding Policy' which is recorded on the school Single Central Record, again this must be checked with Anna Cole-Morgan or a member of the Senior Management Team in her absence.

Only visitors to school who have undergone all safeguarding checks which are recorded on the school single central record can be left unaccompanied at any time. All other visitors must be accompanied by a member of staff at all times.

Fire Evacuation

When a fire alarm sounds, the buildings must be evacuated immediately.

Visitors in the reception or in the admin area should leave the building and assemble with the admin staff. Visitors to other areas of the school should follow staff to the nearest assembly point and communicate their attendance to the coordinating team.

Visitor Code of Conduct

This Code of Conduct applies to all visitors to school such as supply teachers, contractors, volunteers and so on.

All visitors to school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. They must act and be seen to act in an open and transparent way.

All visitors must follow the school Health and Safety procedures (emergency evacuation procedures are included in visitor badges);

During the course of a visit to school, visitors may become aware of confidential information concerning students and staff. All such information must be treated as strictly confidential and a breach of such confidence will be regarded as serious misconduct.

Any breach of confidentiality associated with the terms of the Data Protection Act 1998 and GDPR could result in a civil action against you for damages in addition to any disciplinary action, which would be taken by your employer.

Individuals must not reveal to anybody outside school, personal information they learn in the course of their work or visit.