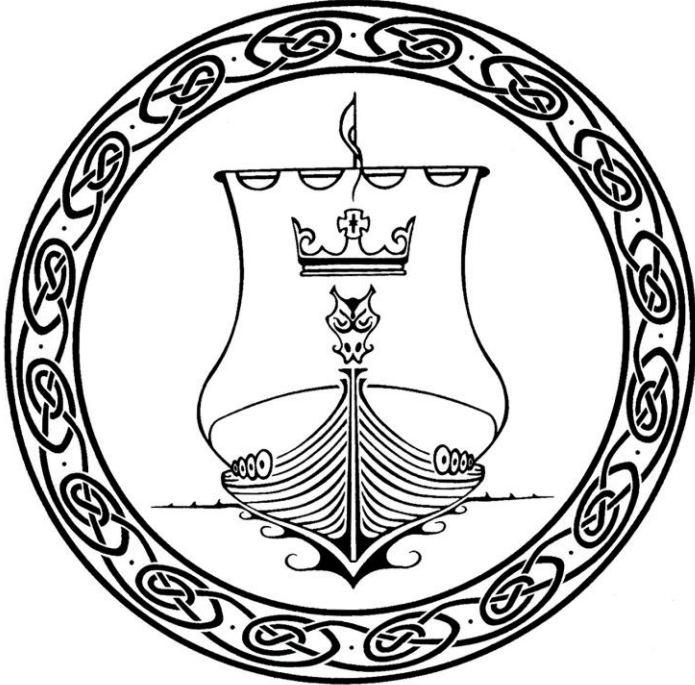




Queen Elizabeth II High School

Adults in School Policy



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Preamble

As a school, we welcome links with other agencies and institutions and encourage visitors to help with the education of our young people. However, we have a duty to safeguard those young people and make sure that any adults in school are checked or accompanied. This policy is designed to help manage that process.

Scope

This policy applies to all adults visiting the school in whatever capacity.

Responsibility

All members of staff are responsible for ensuring this policy is followed.

If a member of staff sees an unknown, unaccompanied adult on the premises, he/she must ask them politely whether they have reported to reception and the purpose of their visit. If there is any doubt about the adult, reception must be alerted immediately and a member of SLT called.

ALL VISITORS MUST REPORT TO RECEPTION. Visitors should sign in at reception where they will be given a visitor's pass and an information sheet. They should return this and sign out at reception when they leave.

Adults invited as guest speakers

- ✓ Teachers who invite adults into school to speak to students in assembly, lessons or extra-curricular activities must inform The Head and Reception in advance.
- ✓ Where the visitor is part of a DESC approved activity, eg Junior Achievement, Careers service, then appropriate checks have already been made.
- ✓ If the speaker is not police-checked, then the relevant teacher must accompany that adult at all times.
- ✓ If the person is representing a political, religious or other organisation, check with the Head or Deputy that the visit is appropriate. It is important to make sure that children are provided with balanced information and not subject to unchecked bias or proselytising.

Parents

- Parents are not allowed to walk about the school unless with a member of staff.
- Parents are expected to make an appointment in advance if they wish to meet a particular teacher. Parents should wait in the entrance hall until the relevant teacher arrives.
- Parents wishing to meet a child in school must also report to reception and wait until the child is summoned. This should only be for a prior appointment or in an absolute emergency as children should be able to learn undisturbed in their lessons. Parents may leave equipment and information at the office to be passed on to the child.



Temporary workers eg contractors, DESC staff

All other government employees, contractors and workmen are required to report to the site manager and/or reception prior to working on site. Such people should wear identification at all times. Prior notification of the visit should be given.

September 2022