

LANCASTER ROYAL GRAMMAR SCHOOL

POLICY STATEMENT

Number 42	Date Approved by Board of Governors July 2022
--------------	--

VISITOR POLICY

Aim: To ensure the safety of pupils, staff, other adults and young people on the school premises.

Lancaster Royal Grammar School has a very spread out site with many entrances and therefore it is very important that the following guidelines are adhered to.

- All visitors to the school, during school hours, must report to either Lee House, City View or Wyresdale House. (Please note that there are no administration staff available at Wyresdale House between 12.30 pm and 1.00pm).
- All visitors must sign in by using the electronic sign in device on arrival and on departure from the school. A visitor badge will be issued.
- The badge must be worn and be clearly visible throughout the duration of their time at the school.
- Visitors to the school for sporting events must sign in at the relevant sign in point.
- Visitors must be met or handed over to the relevant staff member before entering the school site.
- Regular contractors and others who are not employed by the school who have regular contact with the pupils, for example help with extra curriculum clubs, must provide a letter from their company stating they have clearance from the Disclosure and Barring Service and provide the disclosure reference number. This letter will be kept on file in the general office at Lee House. They must also bring photographic ID, a copy of which will be kept in a central file in the general office. On all subsequent visits to the school, their ID will be checked, they will be issued with a visitor badge and will need to sign in and out of school using the electronic sign in device.
- Anyone else visiting the school, for example emergency contractors must be met and accompanied throughout their time at the school.
- Staff will be encouraged to approach and challenge unknown people on site whenever it is safe to do so.

Visitors to Boarding Houses

During office hours the above points must be followed for visitors to the Boarding Houses. They must be met at the door by a member of the boarding house staff.

Out of office hours all visitors must sign in at the Boarding House and be accompanied by a member of the Boarding House staff for the duration of their visit.