

Winchester House School
Visitors Policy

Version 1
Responsible Governor: n/a

Last reviewed: 23rd December 2024 (KMA)
Adopted by Governors: n/a

Next review due: 23rd December 2027 (KMA)

Covid 19 Annex – Removed 23rd December 2024 (KMA)

Introduction

Visitors Policy

Winchester House School has a duty of care to children at the School and to any persons visiting the School. That responsibility extends to ensuring that everyone on site can be accounted for in the event that the school buildings are evacuated because of fire or any other reason. Accordingly, the School will operate a policy of recording the arrival and departure of visitors, and will require visitors to wear a badge whilst they are on site to facilitate easier identification.

Badge holders are of differing colours to define the roles and responsibilities of each group these are as follows:

- Red - Visitors without a verified DBS check
- Green - Visitor with a verified DBS check
- Black - Governors
- Blue - Staff

In the event of someone being seen on site without a badge or the badge is not readily visible staff are asked to challenge the person's presence on site or notify a Senior member of staff of their concerns.

Procedure

Winchester House has automated gates which are kept closed at all times during the school day, all visitors are required to buzz in through the gates and then book in at one of two locations:

- Reception
- Pre-Prep white door

As part of the booking in process the visitor's attention is to be drawn to procedures to be followed in the event of fire or evacuation. Information is also provided regarding the School's Safeguarding Procedures

Visitors to the School are to be met by the person they are visiting and will be asked to wear a visitor's badge during their time on site and to sign in and out. It is courteous and helpful for staff to inform the office in advance. Out of hours visitors should be given a mobile phone contact number. Whilst on site, visitors will normally be accompanied by a member of staff. The only exception is when contractors are carrying out maintenance or similar work on machinery or equipment, and they have been DBS checked and are therefore approved to work unsupervised.

Parents

Parents of children at the School may accompany their children to and from classrooms at normal pick up and drop off times. They should not enter any other buildings or rooms without first booking in as a visitor.

Parents and visitors attending functions or appointments with members of staff may only enter school buildings if accompanied by a member of staff.

Parents of boarders should not expect to visit boarding accommodation unless invited to do so by a member of staff. The exception to this general rule is at beginning and end of term when moving luggage into boarding areas, as staff will be in attendance. It is not acceptable for a parent or visitor to enter the boarding accommodation without the Houseparent's permission.

As a measure of security and for the safety of children and parents, parents of Seligman children are requested not to enter the Seligman building without staff being present.

There will be times when a parent needs to drop off a child's belongings or sports equipment. All such articles should be left with the Receptionist in the Reading Room or in Pre-Prep office. Parents must not enter the School via the changing room corridor and nor should they enter any changing room.

During match afternoons (Tuesday and Wednesday's) parents are invited to watch their children play and then enjoy a match tea in the Reading Room. A separate risk assessment is in place for these times, and staff are reminded to be extra vigilant- questioning those visitors that they do not recognise and whom are not wearing visitor badges.