



VISITORS AND SECURITY

Statement

This policy applies to all members of our school community, including those in our EYFS setting. Banstead Prep School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Banstead Prep School seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the School Office and should be read in conjunction with the following documents: the Child Protection (Safeguarding) inc Whistleblowing and Supervision Policies.

Policy and Procedures

All visitors, in whatever capacity **MUST** report to the Banstead Prep School office immediately on arrival. They will be asked to sign the visitors' book and be given a visitor's badge to identify them as a visitor. Visitors will be accompanied by a member of staff **AT ALL TIMES** and will not have any unsupervised access to pupils. Any person, (other than a member of school staff or a pupil) on the school site and not in possession of a visitor's badge will be challenged and, if necessary, asked to leave.

Records of visitors will be retained for a period of 6 years for Safeguarding and Health and Safety purposes.

One off visitors are allocated a red lanyard and unknown contractors a blue lanyard. These visitors **MUST** be escorted whilst on the premises.

Regular contractors, peripatetic music teachers, regular volunteers, Governors and United Learning Head Office staff who have completed the appropriate checks are allocated a badge with a yellow lanyard and may have unescorted access to the school site.

When visitors have been invited into school in an educational capacity (e.g. as a one off visiting speaker, workshops etc) the staff member organizing this is responsible for ensuring the appropriate content and behaviour of the visitor. All staff are responsible for the safeguarding of pupils and the 'supervision' of adults in school and should intervene if there is any level of concern and notify SLT immediately.

Regular visitors, such as contractors needing access to the school during school hours, will be asked to comply with a DBS check. Such visitors will still be required to wear an identifying visitor's badge but may move around the premises unaccompanied.

**BANSTEAD PREPARATORY SCHOOL SUTTON LANE BANSTEAD SM7 3RA
01737 363601 OFFICE@BANSTEADPREP.COM**

Banstead Prep School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB. Tel: 01832 864 444



Every visitor will be provided with a Visitor Information Leaflet (see appendix).

This document is reviewed annually by SLT or as events or legislation change requires. The next scheduled date for review is September 2019.

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Appendix: Visitor Information

All contractors and visitors are shown the following in the form of a leaflet:

Welcome to Banstead Prep School

As part of our system for the safeguarding of pupils, staff and visitors, please read this leaflet and observe the information contained in it.

- **Please remain with your host at all times**
- **Please do not access any area of the school unless accompanied by your host**
- **Please do not take any photographs whilst in school or use your mobile phone**
- **Please ensure that any material that you present, verbally or in writing, is age appropriate and complies with our policy of tolerance and non-discrimination**

If at any time you have a concern about a pupil or any behaviour you notice, please mention it to your host so that we can follow up.

Signing In and Out

If you are not known to the member of staff on reception you will be asked to show ID before being given a Visitor badge. Please wear your badge and ensure it is clearly visible throughout your visit. You should be accompanied at all times around the school. At the end of your visit you will be taken back to the school office to sign out and return your Visitor badge.

Mobility & First Aid

Please let us know if you have any mobility or health issues you require support with. If you have an accident or feel unwell, your host will escort you to the School Office where a trained first aider will be available.

Fire Safety

If the fire alarm sounds, your host will direct you to the muster point on the front field. Remain with your host until the all clear has been given. You may then resume your visit. If you have mobility issues your host will show you the safe refuge point. You should remain at this point in the event of a fire for assistance from the Emergency Services.

Smoking

Banstead Prep School is a non-smoking site.

Photography

Please do not take photographs of any part of the school, unless you have been given express permission ahead of your visit by a member of the Senior Leadership Team.

Toilets

Toilet facilities for use by staff and visitors are clearly marked. We ask that you do not use the toilets designated for pupils. Please ask your host if you are unsure which facilities to use.

Safeguarding

Banstead Prep School is committed to keeping the pupils in this school safe. You will be supervised for the duration of your visit. The Lead DSL is John Abbott.

Thank you for respecting our school. I sincerely hope you enjoy your visit.

Vicky Ellis, Headteacher

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