



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Site Users' Policy

Approved by: Finance & General Purposes Committee **Date:** 30th November 2021

Last reviewed on: 12 December 2017 by Board of Governors

Next review due by: November 2025

The control of visitors, contractors and site users is a fundamental part of our school's security policy for the safeguarding of staff, students and property. All Saints Catholic College recognises its responsibilities to ensure the safety of its employees, students and visitors while on its premises, and also recognises that the operations of contractors on its premises must not affect the health and safety of employees of either the School or the contractor. Every site user needs to adhere to the school's vision and values and must follow the Staff Code of Conduct. If site users are not able to demonstrate this, then they will be asked to leave the site.

Our policy is as follows:

Visitors

- All visitors report to the reception on arrival.
- All visitors are issued with a lanyard to be worn at all times. Lanyards are colour coded for visitors, blue signifying that the visitor is DBS checked and red for all other visitors. This includes parents, volunteers, contractors, Diocesan and LA staff and any other person that is not a member of school staff.
- Any person on site without a lanyard will be asked to accompany a member of staff to the reception desk to register, or be required to leave the site
- Any refusal will be reported immediately to the Headteacher, who reserves the right to report any aggression to the police.
- All visitors without a DBS check will be accompanied at all times whilst on the premises by a member of staff.
- Visitors will not remove any items of school property without the express permission of school staff
- Visitors will be given appropriate information on the school's Fire Safety Procedures

Site Users

All site users, contractors and visitors need to comply with our No Smoking Policy and Staff Code of Conduct.

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Lettings are by arrangement and in accordance with the school's Lettings Policy.

Contractors

Contractors and maintenance personnel will be given the appropriate lanyard and be expected to wear them. If they are not able to demonstrate that they are DBS checked, they will be supervised at all times by school staff.

Physical security measures

The Headteacher and Board of Governors regularly review the use of physical measures such as fencing, CCTV and electronic access controls to ensure the safety of staff and students. The main school gates are open at the start and end of the school day and manned by site staff and senior leaders. At other times access to the school site is controlled remotely from the reception desk which is equipped with CCTV footage of the gate and a remote entry system. A separate entry fob gives access to the main school door, to doors leading from the reception area and from the meeting room accessible from the reception area. Other gates that give access to the school site for example the back gates opening only the school playground are kept locked and if opened manned by site staff.