

Child Protection Policy

5.2 Members of Staff

- **All members of staff have a responsibility to:**
 - provide a safe environment in which children can learn

21: Security

- All members of staff have a responsibility for *maintaining awareness of buildings and grounds security* and for reporting concerns that may come to light. We operate within a whole-school community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. *Visitors will be expected to sign in and out via the office visitors log and to display a visitor's badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.*

Protocol for Visits to THS

- Wherever possible, visits to THS should be pre-arranged.
- All staff must notify the Head Teacher of pre-arranged visits to the school site, including visits from ex-students and former staff. They should make clear to the Head Teacher, the purpose of the visit and when the visit will take place.
- All staff must give reception staff, 24 hours' notice that a visitor should be expected. They should give details of time the visit should take place and who will be escorting them through the buildings.
- Members of staff, who have arranged meetings with visitors in school, must arrange meeting rooms in a timely fashion.
- All visitors must report to reception first and not enter the school via any other entrance.
- At reception, all visitors should explain the purpose of their visit and who has invited them.
- All visitors will be asked to sign in through the electronic recording system.
- A visitor's badge should be worn and displayed prominently.
- All staff should inform SLT immediately if they see on site, an unaccompanied person who is not part of THS, including minors. They should politely challenge that person. If the person has a legitimate enquiry, they then should be accompanied to reception where they can be signed in.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination. Staff arranging visits, should not expect office staff to do this but make arrangements themselves. If the member of staff is unable to make the meeting or will be delayed, then they should inform the visitor and reception staff beforehand.
- All visitors should be accompanied by a member of staff at all time, around the buildings. Visitors should not be alone with pupils/children unless this is a legitimate part of their role. In this case, the member of staff who has organised the visit must ensure that the visitor, has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks) which allows them to see pupils alone.
- If visitors find they are alone with pupils/children they should report to a member of staff or reception. This should be explained to visitors.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.