

Leigh Academy Rainham

Visitor Procedures

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1. Visitor Protocols

To protect the safety of our staff and students the following protocols must be followed when anyone visits the Academy site. Visitors must have been approved by a member of the senior leadership team/ SENCO. Guest speakers will have shared the content of their presentations prior to coming to site with the leader who has approved their visit to ensure its content is appropriate.

Prior to visit

Visitors will always be required to make an appointment should they wish to visit the academy site and to speak to members of staff / students. Any visitors who arrive without prior arrangement will be asked to return at an agreed time.

When visits are arranged the receptionist must be provided with the following information:

- Full name of visitor
- Whether they are DBS checked (if known)
- Who they are visiting
- Time and date of visit
- Reason for visit

Signing in

Upon signing in the receptionist must follow the following protocols:

- Visitor is directed to the electronic signing-in system to enter details.
- Provide a [safeguarding leaflet](#), which will also include the fire evacuation procedure
- Provide Lanyard with visitor registration information, safeguarding team names and disclosure protocols. The colour is dependent on whether the visitor is DBS checked or not:
 - Black for DBS checked - Reception must see the DBS or a lanyard from another educational establishment before this is issued. Black means that they do not have to be accompanied by another member of staff
 - Red for Non DBS checked - if you have not seen a DBS, even if you suspect they may have one (contractor) they must have a red lanyard. This means they must be accompanied at all times. They can be challenged if they are not accompanied.
- Visitors need to wait in the reception area until they are collected. If however they have a black lanyard and it has been previously agreed by SLT, they may independently make their way to their agreed venue.
- Direct visitors need to read the additional information provided in reception e.g (Academy expectations, health and safety instructions)
- Please note that we are a smartphone free academy. so please ensure you follow this whilst in the reception area waiting.

Signing out

It is imperative that all visitors leave via the reception and formally sign out so that we are aware they are no longer on site. They must return their lanyards to reception when they leave.

Fire Procedures

In the event of a fire the electronic signing in system will be used to collate visitor names in the event of a fire for registration purposes.

Visitors will be asked to gather outside the reception area in the car park.