

CARFAX

COLLEGE

Access to School Premises

Access Points

All visitors are required to enter Carfax College through the main door. Visitors should make prior arrangements to visit, so staff are aware of the purpose and details of the visit.

Visitors must use the buzzer and announce themselves to the staff in reception. Staff will then make a visual check and ask their identity before pressing the door-release button. Visitors should only be let in when staff are comfortable that the visitor is present for legitimate purposes. Staff should be completely satisfied before letting visitors in to the College and should ensure that they are accompanied when entering school.

Reception staff should be aware of all visitors to the school and the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed to them. Staff are therefore required to establish the name and purpose of all visitors to the School.

Identity Cards

Photographic proof of identity must be requested where visitors are unknown to staff.

Official ID cards must always be checked for visitors from Statutory Agencies or Authorities.

All visitors are required to be signed in in the main office using the Visitors Sheet, which is on the front desk. Visitors identification pass will then be issued.

Fire procedures will also be explained.

Whilst in the school visitors are expected to wear a visitors pass at all times.

Maintenance workers

Any unchecked staff, for example repair or maintenance contractors, will be supervised and must not left alone with children.

They must also be told about the importance of ensuring the security of any tools, equipment or substances they are using. They must also be informed what to do in the event of a fire alarm.

Ending the Visit

When the visit has ended the visitor should sign out in the Visitors Book and put in the time of leaving. Passes should be handed back in to reception.

Inappropriate Conduct

If a person arrives at the College apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission.

The Principal or Senior Management Team member would need to be contacted as soon as practicable. The Police should be informed if the situation becomes threatening.

Site Security

The external entrance to the building is secured with code locks. It is the responsibility of the Bursar to ensure that locks are functioning and all staff should report any malfunctioning equipment to the bursar.