



## Policy Objective

To have in place a clear protocol and procedure, which is understood and implemented by all students, staff, group leaders and visitors to our schools. The ultimate aim is to ensure that our students can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

## Definitions for the purpose of this policy

**Visitor** - this may include parents, agents, group leaders involved in one of our programmes/courses, and/or any other personnel visiting Churchill House for business reasons (such as DJs, specialised activity leaders, accreditation personnel etc.)

## General Statement

Churchill House is committed to providing as far as reasonably practicable a safe environment for employees, students and approved visitors.

- Any special arrangement required by students/visitors must be approved by the management before arrival and suitable adjustments made, where.
- Churchill House employees must take responsibility for students and/or visitors in their care and should ensure that the requirements of this policy are adhered to at all times.
- Equipment brought onto campus by visiting activity leaders must always be used safely, monitored and left in a safe condition.

## Visitors Procedure

All visitors must report to the Centre Managers Office/Reception and sign the Visitor's Record sheet on arrival and departure. When signing the visitor's book the visitor will be asked to **read a code of conduct** which highlights our expectations of a them whilst they are within the school.

Visitors will also be made aware of the centre's **fire procedure and exits** should the alarm sound.

All visitors will be provided with a **visitor's badge** upon signing in. This will provide identification to staff and students within the school.

A member of staff will accompany visitors in the school at all times whilst in the building; **at no time will a visitor be left alone with a child**. Parents and authorised responsible adults are able to drop and collect children without being accompanied (provided the necessary documentation is complete: either Parent Consent Form or Student Temporary Absence Declaration).

## Health, Safety and Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the school.
- Visitors to the centre must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the school
- External Contractors must never be left alone with a child/children within the centre
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.
- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not
- Visits will be booked, where possible, in advance so the Churchill House staff know when to expect them
- Visitors must report all accidents or near miss incidents on Churchill House premises / or when taking part in activities to a member of staff
- Visitors must look after their own and others health and safety
- Visitors must comply with Churchill House procedures
- The school will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents

## Code of Conduct for Visitors

Churchill House take seriously our responsibility to safeguard and promote the welfare of students in our care. To this end we ask that visitors adhere to the following Code of Conduct whilst on campus:

### DO

- ensure a member of staff is aware that you are on campus by checking in and out via the Centre Manager's Office/Reception
- once issued with a visitor lanyard, please wear it and make sure it is visible at all times
- make sure there is always a member of Churchill House staff with you
- expect courtesy and respect from the pupils and show the same
- If you witness anything whilst you are on school grounds that concerns you, please ask to speak to the management and share your concern

### DO NOT

- enter a room alone if there is a child present; always ask a member of Churchill House staff to escort you
- **take photographs or video footage of children**
- physically comfort a child as this may be misinterpreted; should you ever witness a child who is upset, speak calmly to them and summon help
- be rude or reprimand a child; ensure you tell a Churchill House member of staff what has happened and let them deal with the situation according to our policies and procedures

Last review date: August 2025

Reviewed by: Sarah Adjani, Operations Manager

Kash Izydorczyk, Welfare Manager

To be reviewed: August 2026