Visitor Policy

This policy relates to the Senior School. A separate policy exists for the Junior School.

Our Visitor Policy is primarily to provide a safe and secure environment in which our students can learn, our staff can work and our visitors can feel welcome but only have accompanied access to much of the school. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

RECEPTION

The senior school Reception is staffed between 08.15 and 18.00, Monday to Friday and 08.15 to 13.00 on a Saturday. The door is locked (with a keypad) at times when Reception is not manned; Duty staff are on the premises throughout this time.

All visitors, including Parents visiting a member of staff and the Head's visitors, are required to register at Reception and are issued with a red lanyard and badge which they must wear and keep visible, then surrender on leaving the premises. Contractors, who report direct to the Estates Office, go through a similar registration process. A blue (staff) or green (contractor/visitor) lanyard with photo ID indicates that the wearer has been DBS checked and does not need to be supervised and/or accompanied on site. Visitors with red lanyards and visitor badges must be supervised and/or accompanied for the duration of their visit. The attention of all visitors is drawn to the School's fire emergency procedures and these are summarised on the reverse of the visitor badge. In the event of an emergency evacuation visitors are accompanied to the slabs in front of the Hall - this is also the fire assembly point for all visitors - where they should report in with the Receptionist or Estate staff as appropriate.

Student teachers who have been checked by a supplying university do not need to complete a Bootham DBS check. Before they begin their placement in school, however, they must provide us with sight of their original DBS check and photographic proof of identity (i.e. a passport or photocard driving licence). A copy of both must be taken, signed and dated, and should be forwarded to the HR Manager. Other visitors, including those undertaking 'work experience', who come in to school to observe lessons for a day or two but who do not have a DBS check, must be accompanied by a member of Bootham staff at all times and wear a red lanyard and visitors' badge. Such visitors from outside the Bootham community should provide proof of identity and references, and the school should undertake a check of the Barred List in advance of the placement (this can be done swiftly by HR). Staff must consult the Deputy Head before making arrangements for student teachers or work experience visitors.

Date of last review:	**September 2024**
Person responsible:	**Deputy Head**
Review group	**Leadership Meeting**
Approval group	**Leadership Meeting**
Date of next review:	**September 2027**

All visitors on a red lanyard are accompanied by a member of staff and it is that member of staff's responsibility to ensure the visitor(s)' safety in event of an emergency eg a fire evacuation. Visitors should be taken to the slabs outside the main hall where they can sign in with the receptionist: the member of staff can then continue to fulfil any other responsibilities they may have with regard to the emergency. When meetings are held with large numbers of external visitors, a list of names is kept at Reception and the same policy as for 'parents' applies. A separate visitor book is maintained for Bootham Old Scholars. Old Scholars are not expected to be in school on a regular basis, and should be treated as visitors and given a red lanyard.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

ACCESS CONTROL

In addition to restricted pedestrian entry via Photographic Lane which is controlled by key card access, there is a traffic control barrier in operation which is linked to the school Reception. Staff must book parking spaces for visitors in advance. Visitors with a space reservation press the button to announce their arrival and the Receptionist raises the barrier to let them through. There is a pass-code protected pedestrian gate from Union Terrace car park into the school grounds which is normally locked at 21:00 in the evening. Visitor spaces are limited and priority is given to parking for parents and the Head/Bursar's visitors. Members of staff should encourage visitors to use the local public car parks.

PARKING FACILITIES AND DELIVERIES

There are clear signs directing visitors to our Reception (via the barrier) to a limited number of bookable spaces, including disabled parking. Able-bodied visitors are generally encouraged to park off-site in one of the nearby public car parks.

There are warning signs restricting speed to 5mph to restrict speed. Our Catering Manager has instructed our regular suppliers to make all food deliveries via the Bootham entrance to the kitchen before 08.00, which means they do not need to enter the school grounds. Other deliveries are accepted at the Porters' Lodge situated at the main Portland Street entrance to the school, whenever possible.

TRAINING

As part of their Induction all new staff are informed about the procedure for booking in visitors and escorting them around school. Members of staff are reminded, from time to time, usually in briefing, of the value of challenging strangers, and of reporting concerns.

CONTROL OF EVENTS ORGANISED BY EXTERNAL PROVIDERS AND/OR OUTSIDE OF NORMAL HOURS

A number of groups use our facilities outside school hours, at weekends and in the holidays, for example use of the swimming pool and other sports facilities. We regulate their use by service level/hire agreements that cover practical matters such as: hours of usage, payment (where applicable), insurance and security. All group leaders must have a DBS check, carried out by the school, at an enhanced level.

Events organised by Bootham School Parents' Association (BSA) are attended by at least one parent who has had an enhanced DBS check carried out by the school. Most other

events organised by the School which take place outside of normal hours, for example Language and Art classes held in the evening, are attended by at least one member of staff. Visitors are met at Reception and escorted whilst in the main building.

A member of our Security or Estates team is always on site when outside groups are present. Any such event is subject to risk assessment and group leaders are responsible for ensuring safe entry to and from the building by participants that does not compromise the safety of the school community. This is considered when carrying out the risk assessment.