

Eltham Hill School



Eltham Hill  
SCHOOL

**SAFEGUARDING CHILDREN – ENTRY TO SCHOOL**

**Governors Committee:** Operations

**Date Adopted/Reviewed:** September 2014

**Date of next review:** September 2017

For more information please call 0208 859 2843 or email [info@elthamhill.greenwich.sch.uk](mailto:info@elthamhill.greenwich.sch.uk)

## **Eltham Hill School**

### **Aim**

To ensure the safety of pupils, staff, other adults and young people on the premises.

### **Staff/Governors and regular visitors**

All Staff/Governors and regular visitors to Eltham Hill have full DBS (Disclosure and Barring Service formerly known as CRB) checks in accordance with our Safeguarding Children's Policy. Regular visitors are those who visit the School more than once per month and who are in school unaccompanied by a member of staff. Regular visitors may well be required to provide proof of identity (staff pass/photo ID) prior to admission to the School.

### **All visitors**

Staff will notify Reception staff of the name(s) and expected arrival time of any visitors. Staff should leave contact details/their whereabouts at expected arrival time if they are not in their office.

Staff should make arrangements for visitors to be met in Reception. **Visitors will be accompanied by a member of staff at all times.**

Visitors should be warned that there is no on-site parking, except disability parking and that time should be allowed to find somewhere to park. (see below for disabled parking).

### **Disabled staff and visitors**

Disabled parking is available in front of the sports building. The School building complies with DDA

### **Arrival of all visitors**

- All visitors must enter by the main entrance.
- Visitors must ring the bell at the main entrance to gain admission to the School. Reception staff are able to speak to visitors via a telephone link if there are any reasons for not immediately granting entry.
- All visitors need to 'sign in' the visitor book.
- The receptionist will take responsibility for the visitor until the member of staff arrives.
- Visitors will be asked to sign-out at the end of their visit and to return their badge.

At no time will students be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

**Health & Safety** instructions are printed on the inside cover of the Visitors book – see Appendix 1.

Office staff will check the visitors book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have left the school. Staff will note in the book details of any visitor where no time of

departure has been recorded or for whom no details have previously been entered. This information will be passed to the Premises Officer and Child Protection Officer.

### **Proof of identity**

Visitors may be asked to provide proof of identity (photo ID) prior to admission to the School.

### **Visitors badge**

- All visitors will be given a Visitor badge and they must wear it at all times.
- Badges are to be returned when the visitor leaves the building.
- The Receptionist will ensure that all badges have been returned at the end of the day.

### **Visitors without an appointment**

Visitors who arrive without an appointment will be encouraged to leave contact details for the relevant member of staff. Otherwise, depending on the circumstances, General Office staff will try to find an appropriate member of staff to deal with the visitor.

### **Unauthorised visitors**

It is the duty of any member of staff to report to the Principal the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The Principal will decide on appropriate action and keep a record of all such incidents.

Welcome to Eltham Hill

**Safeguarding Children**

All Governors/Staff and regular visitors to Eltham Hill have full DBS checks in accordance with our Safeguarding Policy.

Staff and Governors wear ID at all times.

All visitors are required to sign our Visitor Book and wear a Visitor’s Pass.

Thank you for your co-operation.

Ms M Griffin  
**Principal**

Regular visitors are those who visit the school more than once per month and who maybe in school unaccompanied by a member of staff.

Visitors Book – for all other visitors to the School

Date	Time in	Name	Visiting (Staff Name)	Do you expect to be unaccompanied at any time during your visit? (Y/N)	Time out	Car Reg.



## Welcome to Eltham Hill School

Please note the following **Health and Safety** information:

1. **Signing in and out** ~ please remember to sign in and out using the Visitor Book
2. **Evacuation** ~ in the event of an evacuation a loud and continuous bell will sound: you must evacuate the building as quickly as possible. Do not stop to collect your belongings. Please make your way to the School playing field via:

You should report to the Office Manager

3. **Telephones** ~ are situated in the PODS and nearly all office areas
4. **Injury** ~ in the event of an injury please advise a member of the general office staff at Reception
5. **Toilets** ~ are situated on each corridor
6. **Badge** ~ please wear your Visitor Badge at all times