



# On-site Visitors policy

**Reviewed by JAFM: November 2016**

**Review Date: November 2019**

---

Ordinarily visitors to the site who are not current parents, governors, staff or pupils should enter the site via the main reception where they will sign in and be given a visitor's badge which they should wear all the time they are on site. They will either be directed to the Junior School or Westmont (and the receptionist will inform Sophie McCue/Becky Craik of their imminent arrival) or should be collected from the reception by the person they are visiting. Staff working within the boundaries of the Junior School should wear Ryde School lanyards at all times.

## **SPECIFIC ARRANGEMENTS APPLY IN THE FOLLOWING CIRCUMSTANCES**

### **a) Visiting recent Old Rydeians**

Old Rydeians are most welcome to visit their school. However, it must be appreciated that visits to the School can be difficult during term time without prior arrangement and we have to ensure the safety and security of our community. Old Rydeians who wish to return to the School to visit friends are asked to follow the procedure below:

- Where possible contact Mr Windsor in advance of the visit to seek permission. Telephone no: (01983) 617927 Email: [mjw@rydeschool.org.uk](mailto:mjw@rydeschool.org.uk)
- On entering the School, sign in at Reception and pick up a visitor's badge.
- If possible and appropriate, meet Mr Windsor to indicate that they are entering the Sixth Form Centre.
- If Mr Windsor is not available, any other member of the Senior School Management team can give permission.
- Social visits are not ordinarily permitted during the working day though of course Old Rydeians seeking advice from teachers are welcome to make appointments at any time.
- For the avoidance of doubt, only Old Rydeians who have left the School within the last three years will be permitted to enter the site unaccompanied.

### *Instructions for reception*

Old Rydeians who have left the School within three years of the date of their visit can enter the School site without being accompanied provided that they follow the procedure set out above (where relevant) and they can be identified as an Old Rydeian having left within the last 3 years (either visually through common knowledge and/or through iSAMS with relevant questions being asked to confirm identity (e.g. confirming home address, date of birth etc.) If necessary the member of staff on duty at reception might require provision of proof of identity (e.g. photo driving licence, passport, bank card etc).

If someone arrives having not been in touch with Mr Windsor beforehand, he or another member of the Senior School Senior Management Team should be contacted and agree to their coming on site, otherwise they must be accompanied and wear a badge throughout their visit.

**b) Current pupils entering the site out of term time.**

Current pupils in the Senior School are allowed to enter the site unaccompanied outside term time provided that, on entering the School, they sign in at Reception and out when they leave.

**c. Contractors working on site**

When the School Reception is open, contractors are required to book in, receive a visitor's pass and await an escort, normally from the Maintenance Department. If Reception is closed, they should report to the Head of Maintenance. They are to be given a site Health & Safety briefing, including what to do in the event of an emergency or the fire alarm sounding.

Contractors must either sign out (if Reception is open), or report to the Head of Maintenance or duty Caretaker on completion of their work.

**d. Visitors making use of school facilities outside school hours (holidays, weekends and before 0800 and after 1700 hrs Monday to Friday)**

If Reception is manned (particularly as is often the case during business hours in the holidays), visitors should book in with the duty Receptionist, receiving a Visitor's pass and short Health & Safety/Emergency briefing. They should also sign out on departure. In the event of Reception being closed, there is no requirement to book in and out.

**e. Parents/friends of visiting sports teams**

During the school day, parents and friends of visiting sports teams should book in and out at Reception, filling out a special sheet for that event. Out of hours, there is no requirement to book in and out.