Visitor Policy and Procedure

Whatever your reason for spending time with us, we hope that you will be made to feel welcome and that your needs will be properly met. Throughout the year many people would normally visit the school. They range from parents, supply teachers, health workers, technical support staff, and representatives of other external agencies through to salespeople and contracted workers dealing with repair, maintenance and building matters.

School Details:	**Moor Park High School, Moor Park Avenue, Preston, PR1 6DT**		
Headteacher:	**Ms U Ishtiaq**	**Chair of Governors:**	**Mr P Cunningham**
Telephone:	**01772 795428**	**Email:**	**admin@moorpark.mp**

Moor Park High School is committed to maintaining a safe and respectful environment for our staff, pupils and visitors. Harassment of any kind, including sexual harassment, abusive or threatening behaviour towards staff, will not be tolerated.

The information below is to keep students, staff and visitors safe.

1. All visitors should enter the school through the main entrance on Moor Park Avenue.
2. The school is open to visitors from 8.15am to 4.00pm. Visitors ring the doorbell on arrival to gain access. Once in school they sign in at reception. School operates an electronic visitor's system and when visitors have signed in, they are issued with a visitor badge which must be worn for the duration of their visit. Visitors will be asked to sign out at reception when leaving and return their visitors badge. This is essential for security and fire safety purposes.
3. Visitors should make Reception staff aware on arrival of any known allergies that the school may need to be aware of during their visit.
4. As part of our safeguarding commitment visitors may be asked for proof of identity or to show DBS Certificates.
5. When they have signed in and been issued with a visitor badge, visitors will wait in the reception area until the person they are meeting arrives to escort them into school.
6. **Under no circumstances are visitors permitted to access the school unaccompanied during the school day unless this has been authorised in advance and the appropriate safeguarding checks have been completed.**
7. Once visitors have been met by the relevant member of staff, they will normally be accompanied by that member of staff for the duration of their visit.
8. Visitors are advised to limit contact with students unless their visit is specifically linked to working with them; for example, supply teachers, trainee teachers, mentors, outside speakers or health professionals.
9. Any safeguarding concern arising during a visit, including any concern about a student or disclosure made by a student, must be reported immediately to a Designated Safeguarding lead. Visitors should not investigate concerns themselves.
10. Visitors should familiarise themselves with emergency evacuation and lockdown signs and instructions displayed around the school.
11. Visitors should not enter occupied classrooms unless escorted by a member of staff or by prior arrangement.
12. **The use of mobile phones and photographic equipment is strictly prohibited within school. Should visitors need to make a phone call, they should do so outside the school entrance.**
13. Visitors' health, safety and wellbeing during their visit are important to us. Visitors also have a legal duty to care for the Health and Safety of themselves and others.
14. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
15. In the event of persistent occurrence of unacceptable behaviour in the school or on the school site, the school has the right to ban the individual from entering the school or the grounds.
16. The school site is smoke free and smoking is not permitted anywhere within school grounds. This includes the use of electronic cigarettes/vapes.
17. Visits to the school by contractors are governed by our Contractors' Policy.

Thank you for your co-operation in supporting our commitment