REIGATE GRAMMAR SCHOOL
VIETNAM

Security & Visitors Policy

Policy Author:	Board of Management
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1. Introduction

Reigate Grammar School Vietnam is a busy community of local and international children and adults. Whilst the School must remain accessible and welcoming to legitimate visitors, our first priority is to protect the safety and welfare of pupils and staff. This policy sets out the steps the school takes to achieve this goal. There is a separate school Lockdown Policy that should be read in conjunction with this policy.

This should also be read in conjunction with the Visiting Speaker Procedures.

2. Aims

This policy is designed to:

- Outline the security measures taken by the School.
- Explain how the School deals with legitimate visitors.

3. Pedestrian access to the main school sites

Access to the school grounds should be prevented entirely as we are a closed, walled site. The policy for limiting access relies on channelling visitors through the main entrance security point and Reception waiting area using appropriate signage, and restricting access to all other areas. The main entrances to the school grounds are also covered by CCTV which is monitored.

The main school site is enclosed by walls, with 4 access gates. These front of school gates are open at the beginning and end of the school day for ease of bus access, but locked from 8.30am to 3.10pm and 3.30pm onwards. All visitors are directed to the security point at the front of the main school entrance.

4. Vehicle access to the main school site

Access for vehicles is only permitted by the back security entrance for any staff or visitors with authorised vehicles. Vehicles can enter the site via said back entrance (for example to make deliveries to the kitchens) but cannot access academic buildings.

5. Visitors during normal school hours

A large number of people visit the school every day. They include parents, delivery drivers, prospective pupils, parents or staff, teachers from other schools, governors, contractors, volunteers and former pupils. In most cases, their visit will either be:

a. very brief, e.g. the postman, or a parent dropping off a forgotten PE kit or packed lunch; ***OR***
b. known in advance, e.g. a parent attending for a meeting, or a maintenance consultant.

All small deliveries are normally made to the main Front of School entrance Security point and the Office staff are informed ensuring that security is maintained and no unauthorised access to school academic areas is permitted; the main exception to this involves deliveries of foodstuffs to the kitchens, and this is controlled by the catering manager, and requires access via the back entrance and to no other areas.

All other visitors are instructed to report to the main Front of School entrance Security point, who will either sign them in and direct them to the Receptionist in the Waiting Room as appropriate. All visitors will be provided with visitor ID badges, which they will be required to wear throughout their visit. Visitors must scan the QR code and read the Visitors' leaflet containing important information of Safeguarding, Use of

Mobile Device and Fire Safety. Visitors must be accompanied whilst on school premises, unless approval has been given by a member of the Senior Management Team or the Operations Director. Visitors must also only use toilets which are clearly marked STAFF & VISITOR TOILETS. To further support our Safeguarding of our students then we endeavour to hold meetings with all visitors in Block E or Block D meeting rooms and not in the Academic areas or classrooms. All exceptions such as supervised guest speakers to students or parent meetings must be approved in writing by the Head of School; any unannounced inspection must be informed to the Head of School immediately. On school days, all Admissions tours must be accompanied, at all times by an RGSV staff member. It may take place during or after school hours. On Open Days, Admissions tours may be supervised by RGSV Secondary school students or RGSV staff.

All staff making appointments with visitors must do so via the manager of the relevant school office, at least with 24 hours working day advance notice so they can book a meeting room and arrange any translation.

Visiting Speakers must have been assessed according to the Visiting Speaker Policy and their valid ID checked on arrival.

6. Visitors outside normal school hours

Those attending evening or weekend events, such as plays and concerts, may not be required to sign in or to wear badges. They should still report to the security point at the main entrance. Their access to the premises will be limited to those areas in use for their event.

7. Police checked and barred list checks

It is essential that all visitors to the School who are likely to come into contact with students are cleared by the appropriate body. As a School we are required to obtain police checks on any adults who will be left on their own with students or who come into School on a regular basis. Visitors who are coming in for a brief time and who will be accompanied at all times (e.g. parents coming in to meet staff) do not need to be checked.

A member of the Senior Leadership Team should be informed of any visitors who may come into contact with pupils. They will then ask the HR Manager to carry out the appropriate checks. Notice of visitors must be given as far in advance as possible - it can take up to six weeks for police checks to be completed. If in doubt as to whether checks are required, please ask the HR Manager.

8. General rules for all visitors

- Visitors should be accompanied at all times, except where stated elsewhere in this policy.
- Visitors must wear school ID badges at all times on site, and sign out when leaving.
- Visitors must scan the QR code and read the Visitors' leaflet containing important information of Safeguarding, Use of Mobile Device and Fire Safety.
- Visitors must follow the school's rules and policies at all times, including the No Smoking/Vaping policy.
- No visitor should be taken into lessons without the prior approval of the member of staff teaching that lesson, except on Open Day events or accompanied by a member of the Senior Leadership or Admissions team.
- No visitor may take photographs of pupils whilst on their visit to the School.

- Visitors may be invited to have coffee in a Meeting Room, a Teacher Collaboration Room (if appropriate) or lunch in one of the Canteens, but the Catering Manager must always be informed of extra numbers for lunch.

9. Management of specific types of visitor

9.1 Parents

Parents are welcome to enter the school premises to deliver or collect items for their children, which should be left at the Reception. Parents who wish to see members of staff should always make appointments in advance and should report to the main entrance security point to present their valid ID and receive a visitor's ID badge.

9.2 Board

All board members of the school have been police checked and can therefore be permitted to enter school premises unsupervised. However, if visiting during the school day, they are requested to report to the main entrance security point and wear their visitor ID card.

9.3 Prospective Staff

Staff attending for interviews will always be known in advance. Needless to say, no prospective staff should be permitted to look round the School uninvited.

Teaching and academic support staff on interview may be left unaccompanied in a Meeting or Teacher Collaboration Room between interviews, and should be invited to use only the nearest staff toilet facilities. They will be accompanied at all other times, either by a member of staff, or by a Prefect/Sixth Form student for a tour of the school. Other prospective staff should remain in the first floor Waiting Room between interviews.

9.4 Prospective Parents and Pupils

Prospective pupils and their parents will normally attend Open Days. For these events they still may be required to wear a visitor's ID badge. If it is deemed by the Admissions Director that they are not to be badged, then the accompanying Admissions team members must make a note of their names and addresses. They are then shown around the school in small groups by at least two pupils (usually Prefects).

No prospective parents or pupils should be permitted to look round the school uninvited. If someone arrives without an appointment, the Admissions team should be called or, if they are unavailable, the parents' names and contact details should be taken and passed to them so that they can arrange a future visit.

9.5 Former Pupils/Alumni, Parents or Staff

Former pupils (or others) who wish to view the school should book an appointment in advance. This should be arranged through the Head of School Office who will check their identities. If a former pupil turns up unannounced, the Head of School Office should be contacted and, if available, they will send someone to provide a guided tour. The Admin or the Admissions team may also be asked to take a tour. If no-one is available, contact details should be taken and a visit arranged for a later date.

10. Responsibilities of RGSV Staff

All RGSV staff, regular external staff (e.g. peripatetic music teachers such as IntroArt) and full-time contracted staff (e.g. catering) may be issued with photo ID Cards which they would be required to wear visibly throughout the working day. Contract staff (e.g. cleaning staff and bus monitors & drivers) wear branded work wear.

All staff are expected to challenge anyone they come across on school premises who is not wearing an ID Card or visitors' ID badge, and either escort them to the main entrance section to obtain a badge, or to report any such intruder to one of the security guards without delay.

Under no circumstances may any member of staff inform anyone of any key codes, other than authorised existing persons of RGSV.

Staff are responsible for 'hosting' any visitors that they have invited to the school. This involves ensuring that:

- the relevant school office and Security guards are informed in advance of all visitors to the school, day and time of arrival, and the name of their 'host'.
- all visitors know to report to the main entrance security point Desk and obtain a visitors' ID badge.
- visitors are accompanied at all times by their 'host' or other designated colleague. They may **not** be left unsupervised with pupils unless they have been checked appropriately (see 7 above) and given prior approval by a member of the Senior Leadership Team or Board of Management.
- all visitors sign out at the main entrance security point Desk at the end of their visit and return their visitor's ID badge.

11. Reminders to Pupils

Heads of Section should remind students periodically of the following points:

- Never admit anyone to a building who is not wearing a visitors' ID badge.
- If you see someone in a school building, in the playground or wandering around between the buildings without an appropriate ID, tell a member of staff immediately.
- Never tell anyone outside school any access key code.