

# LYCÉE INTERNATIONAL DE LONDRES

## WINSTON CHURCHILL

(The “School”)

### Policy #21: Visitor Access Policy

#### **Mission**

Through a rigorous, bilingual programme and innovative methods, we educate pupils to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

#### **Introduction**

Lycée International de Londres is committed to ensuring the safety of all members of its community including students, parents and carers, staff and guests. As such this policy is designed to ensure that only those individuals granted permission to be on the School site have access to it and the appropriate supervision is in place for those requiring it.

#### **1. General Procedures**

All visitors and guests, preferably announced in advance, must report to the reception area located just inside the main entrance off Forty Lane. Any visitor coming to meet with a member of the School team is expected to have a pre-arranged appointment. ‘Drop-In’ appointments or visits will not be accepted unless in an emergency situation. Cars will only be admitted if arranged in advance.

At the School's reception desk the visitor will be met by the Receptionist, who will confirm the appointment with the relevant member of the Team and then ask the visitor to sign in electronically. The sign in will include taking information regarding the name, company, person being visited, car registration and time at sign in. The visitor will then be issued with a visitor pass that they must wear on their person in full display throughout the duration of their visit.

Visitors must present a valid photo ID (Driving Licence, Passport, Identity Card of their home country if applicable). A credit card, business card or library card is not considered to be acceptable photo ID.

All visitors who require access to the School buildings or grounds will be escorted at all times. No visitors, regardless of who they are or how well they are known to the School and its community, will be allowed free access to the School. For clarity, a visitor is defined as any individual or group of individuals who are not employees of the School or students currently enrolled in the School. This includes all parents/carers of students, volunteers, prospective school parents, contractors, visiting teachers, and other guests. It also includes alumni/previous students of the school who wish to visit. Formal arrangements must be made in order for a previous student to be welcomed into school after they have left.

Visits to the school are at the discretion of the Head of School. The school will only accept visitors if this does not disturb the usual life of the students and staff.

Any visitor/guest to the school must be approved **in advance** by the Head / Deputy Head of school or the Admissions team. Authorisation to visit must be submitted by the parent or guardian **in advance** so that a suitability decision can be made and access arrangements can be put in place.

Contractors must have in their possession a photo ID and, if available, the original copy of their DBS.

Their DBS and Photo ID will be checked by a member of LIL staff (Security, Premises, HR or Receptionist). The number of the DBS will be written down for the school records when signing in our system but no photocopies will be taken of either DBS or ID in accordance with the General Data Protection Regulations.

Contractors with relevant DBS are allowed to work within the school premises without staff supervision. Contractors without DBS must be escorted at all times throughout their working day and be escorted out. All contractors working on site must follow the induction procedures.

Induction must include:

- fire induction;
- no smoking policy;
- security policy;
- safeguarding and child protection policy;

- site tour;
- LIL contractors works form;
- welfare issues.

This will all be adjusted depending on the type of work and length of time spent on site.

Once the visit to the School has been concluded, all visitors must sign out with reception before leaving the premises.

## **2. Parents and Carers, Drop off/ Pick up, Volunteers and School Events**

For Primary school parents and carers, drop off and pick up is mandatory and a designated secure area is assigned, next to south Paddocks gate, where students can be dropped off before the start of the school day. At the end of the School day, parents and carers can wait in this same area until class teachers bring the students to this area and handover each child to the appropriate adult waiting to collect them.

Parents are issued a school ID which must be presented whenever they enter the school grounds. This however does not grant them access to all areas of the school, nor does it allow them to wander as they please.

For School events such as stage performances and parents' evenings, the school ID is required.

Any parents or carers wishing to enter the School beyond this point during these times (class time) will be expected to adhere to the general procedure above.

Volunteers are considered visitors and must adhere to the same procedure. They may be put in charge of students for certain activities provided that they are fully DBS-checked.

Policy created in March 2015.

Policy reviewed in:

- March 2023
- April 2022
- March 2019
- February 2018
- November 2017
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