

QUEEN'S HOUSE: STRANGERS ON SITE

1. Policy Statement

Queen's House maintains a secure site policy where possible and careful attention is given to the access for strangers to enter the school grounds.

2. Procedure

- 2.1 Visitors to the school must sign in and receive a visitor's badge. It is important that the Queen's House Office checks their entry to the school site. Visitors must sign out at the end of their visit and return their badge.
- 2.2 Visitors not wearing a visitor's badge can expect to be challenged by members of staff and be requested to return, accompanied, to the Queen's House Office to sign in. In the case of a visitor refusing to sign in, the member of staff receiving the rebuttal should inform the Queen's House Office or The Head of Queen's House immediately and make every effort to keep the visitor under surveillance until such time as a senior employee arrives. A member of staff, ideally a senior employee, should call the Police if there is any concern for the safety of the pupils, employees or fabric of the school.
- 2.3 A written record, including a description of the intruder, should be passed to The Head of Queen's House in all cases where a visitor fails to comply with the policies of the school or any reasonable instructions given by its employees.

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