Mossley Hollins High School

Policy for school visitors

At Mossley Hollins we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality.

November 2017

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Rationale

This policy is in place to conform to the school's Safeguarding Policy and Health and Safety Policy

Policy for visitors to the school premises

At Mossley Hollins we pride ourselves on our hospitality and openness. We actively seek and encourage communication with our parents/carers and the local community. All visitors are treated equally and without prejudice with regard to gender, race, or disability.

We regularly welcome the following groups during the school day

- Parents/Carers
- Governors
- Linked agencies and outside organisations
- Peripatetic staff
- Visiting Teaching Staff
- Visitors from Tameside LA and other LAs
- Carillion Staff and associate sub-contractors working in the school
- SCS

All visitors to the school have to follow this laid down procedure without exception

- All visitors must sign in at the Reception Desk located in the school foyer
- Visitors must read the safeguarding notice in the foyer
- All visitors must be prepared to show acceptable identification (see signage in foyer)
- Visitors are issued with an individual pass to be worn in a break-away lanyard around the neck. It must be visible at all times during the course of the visit.
- Visitor passes must be returned to reception when the visit is concluded thus ensuring that all personnel are accounted for should it become necessary to evacuate the building.
- Visitors should note the safety guidelines on the back of the visitor pass. This gives instructions to be followed in the event of illness, the fire alarm sounding, personal property, and the procedures on entering classrooms.