



Whole School Policy

Visitor protocol

Action	Policy to be reviewed annually		
	Committee	Date	Completed
Reviewed	Deputy Head (Pastoral)	22 January 2022	✓
Reported	Education Committee	4 February 2022	✓
Approved	Board of Governors	18 March 2022	✓
Updated	Deputy Head (Pastoral)	21 February 2022	✓
Updated	Deputy Head (Pastoral)	April 2022	✓

Covid-19

As of 1 April 2022 the School follows the government guidance on [Living with Covid-19](#).

We respectfully ask that all parents and visitors do not come into School if they have any of the symptoms as listed on the [NHS website](#).

Visiting the School

Visitors must always be signed in at reception and accompanied by staff. Reception is open from 8.00am – 5pm Monday to Friday (term time) and 8.00am – 3.30pm on Saturday (term time). Reception can be contacted at reception@greshams.com or 01263 714500.

It is good practice for staff to notify Reception in advance of the name(s) of the visitor(s) and time of arrival.

Visitors to the School includes prospective families, staff attending interviews and current parents if they have an appointment with a member of staff. The Receptionist will request ID for all visitors, issue a badge and information on safeguarding. Badges should be returned to Reception at the end of the visit.

Visitors will be accompanied at all times by a member of staff.

Parents dropping belongings at a boarding house for their child should report to matron or a member of staff before entering the house. As with attending events such as matches, plays etc, parents are not required to sign in or wear a badge. However, parents should never go unaccompanied to another area of the school which does not pertain to the event they are attending.

Please refer to the Spectator Policy for additional information regarding attendance at matches.

All members of staff play a vital role in the security of the School and our pupils which includes locking buildings at the end of the day. Staff should remain vigilant and report any unauthorised visitors to the Headmaster, Bursar or any of the Deputy Heads. If there is any immediate danger, staff should dial 999 for the emergency services.