Richard Lander School

Visitor Policy

Policy Effective From: September 2026

Responsibility: Assistant Head/Deputy Head/Head/Governing Body

Reviewed and monitored by: Deputy Head/Head/Governing Body

Review Date: September 2027

Welcome to Richard Lander School - we hope you enjoy your visit, and the hospitality shown by staff and students alike.

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff. As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

All visitors should:

- **Park in the designated 'visitor' car parking bays. (If this is not possible, please park in an available bay and report that to reception)**
- **On arrival in school, use the main school entrance and report and sign in at reception, showing proof of identity**
- **Read the visitors' induction pack issued at reception** (for first time visitors this includes the fire procedures card and safeguarding leaflet)
- **Wait in the seated area in reception until collected by the relevant member of staff**
- **Wear either a Green or Yellow visitors' lanyard at all times during your visit which is issued at reception**

Green Lanyard Visitors;

- Should have an up to date and current DBS number, held by the school
- Should have an up to date and current Letter of Assurance, held by the school
- May be unaccompanied

Yellow Lanyard Visitors;

- Ensure that at all points during the day, you are accompanied by the member of staff who has invited you in.
- Use only the staff or single occupancy toilets
- Sign out at reception on leaving the school, returning the visitors' badge
- Should there be a fire evacuation, the member of staff you are with or the Fire warden for that department / area will accompany you out of the building and to the visitor assembly point (details in induction pack)

- **Richard Lander School Mission Statement**

‘To be the best you can be, every moment counts’

A statement of our ethos and values

At Richard Lander School we value each member of our community and aim to provide opportunities for all students to develop individually and socially. In doing so we believe students will develop self-esteem, confidence and the ambition to be the best they can be and achieve both within and beyond the classroom.

We also aim to develop tolerance and understanding, encouraging students to accept and respect all members of the school community equally and without prejudice.

We value:

- **learning, endeavour and achievement**
- **respect and caring for others**
- **honesty and trustworthiness**
- **acting considerately towards others**
- **self discipline**
- **respect for our environment**
- **respect for racial, religious and cultural diversity**
- **equality for all people**

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All staff should model the values which are central to our school, and all students should aim to develop these values as they grow in maturity and confidence.