



VISITORS AND VISITOR
POLICY AND PROCEDURE

Written by:	Sam Moore
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Approved by:	Health & Safety Committee
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Person responsible for review:	Sam Moore

Visitors and Visitor Policy

All visitors to Stonyhurst must register at Reception and, where appropriate, receive a visitor's badge. There is no open access to any part of the school at any time and visitors should expect to be asked who they are and what their business is even after registration at Reception. Security is of paramount importance.

Access Control System

Stonyhurst College and St Mary's Hall have an Access Control System. This system allows only those allocated an access card to gain entry to the buildings. The access card is also used as an ID card, which must be clearly visible at all times.

All visitors must report to Reception to be allocated a visitor's badge, and the staff member being visited will be contacted. Visitors must remain at Reception until the staff member arrives. Visitors must be accompanied at all times.

Visitor Policy

1. All OS and guest visitors (term time or holiday) should be pre-booked through either the Association or Development Offices. The Association or Development Office will advise Reception of the date of any such visits and who to contact when the visitors arrive. Visitor Passes should be issued. All such visits should be accompanied at all times.
2. If an OS visitor arrives without having pre-booked, then Reception should contact Association or Development to see if there is anybody available to greet the visitor and conduct a tour. If there is not, the visitor cannot gain entry to the building.
3. Where an OS is unable to gain entry, please ask for the name, email address and telephone number, so that we can make contact with them, explain the policy further and invite to visit another time. Please email the Association and Development Offices with these details.
4. Please ask all OS visitors to sign the Visitor Book.
5. Staff who bring family and friends to have a look around in term time should advise Reception of this and obtain Visitor Passes.
6. Other visitors who arrive to see a member of staff, should be issued with Visitor Passes and the relevant member of staff called. Visitors should wait at Reception until the member of staff arrives, and not gain entry unaccompanied.
7. All visitors should be brought back to Reception at the end of the visit to return the Visitor Pass and sign out.