THE PORTSMOUTH GRAMMAR SCHOOL

A Guide for Visitors to The Portsmouth Grammar School

The Portsmouth Grammar School attaches the highest priority to ensuring that all the operations within the school are delivered in a manner that is safe and healthy for all; visitors must assist us in this by doing the following:

1. Respecting the fact that this is a school, and the safety and security of our pupils is paramount
2. Reading and adhering to the Essential Information Sheet provided
3. Wearing a red visitor's lanyard throughout the visit
4. Remembering that it is not acceptable to film/photograph or record audio or video data without the express permission of a member of staff
5. If speaking to pupils, ensuring you do not share personal/contact details with them and/or invite them to make contact directly with you after the talk – communication should always be through a teacher:
    - if there is an instance of a pupil making direct contact with you after a visit, inadvertently or otherwise, please notify the Designated Safeguarding Lead at the earliest opportunity
    - in occasional specific circumstances (eg a work placement), written permission for direct contact, copied to staff, may be given following receipt of appropriate consents from pupils and their parents
6. Operating within the guidelines in this document, and taking reasonable precautions to safeguard your own health and safety
6. Signing in and out at the School's Reception
7. Ensuring you are accompanied by a staff member throughout your visit unless directed otherwise
8. Reporting immediately to Reception in the event of an accident in order to complete an Accident Report Form
9. Proceeding calmly to the Main Arch on the High Street in the event of a Fire Alarm and reporting to a member of staff from Reception
10. If first aid is required by the visitor then, unless it is an emergency, they should report to Reception in the first instance
11. Smoking or vaping is strictly prohibited on the school site at any time
12. Staying with your host(s) in the event of a Lock Down alarm and awaiting further guidance from them
13. Using the appropriate cloakrooms/toilets; i.e. adults to use staff facilities, children to use pupil facilities
14. Not recording and to keep private and confidential any personal information you may learn in the course of your visit
15. Reporting to the Receptionist or any member of staff anything you may have seen/heard which is of concern

Visiting School Groups attending events or other activities should ensure that:

1. The adult signs in and out, notifying the School of the number of pupils and adults accompanying them
2. They have appropriate risk assessments/procedures in place for the management of their group whilst on the school site, in line with their own school's health and safety policy
3. The lead adult takes responsibility for their pupils at all times and carries the appropriate paperwork with them including a register and emergency contact details
4. They are aware of the fire muster point at the Main Arch on the High Street and, in the event of a fire alarm, proceed to that location and once there, report to the member of staff from Reception

Parking

Please note that parking is not available on the main school site, except in special circumstances and by prior arrangement with the school. If driving on the school site, extreme care must be taken and visitors must adhere strictly to the given timings for arrival and departure.

Internet Access

Visitors should access the internet via the school's TPGSGUEST Wi-Fi network using one of the authentication methods.

Safeguarding

Everyone at The Portsmouth Grammar School works together to ensure that children and young people are kept safe. All visitors to the school must read the Essential Information Sheet that will be provided on arrival.

Mrs Laura Ryan is the Designated Safeguarding Lead and Deputy Head (Pastoral) and should be the first point of contact if you have a concern. Her telephone numbers are 02392 681344 (term time only), 02392 360036 (during the holidays) and 07561 856237 (mobile), and her email is l.ryan@pgs.org.uk. If she is not available, please contact Mrs Rebecca Clay (Deputy Designated Safeguarding Lead (whole school) on 02392 364301 or by email r.clay@pgs.org.uk, or Mr Jason Ashcroft (Deputy Head (Pastoral) Junior School and a Deputy Designated Safeguarding Lead (whole school) on 02392 364253 / 07738 958319 or by email j.ashcroft@pgs.org.uk. The School's Safeguarding Policy and Procedures (including contact details) can be found on the main website: www.pgs.org.uk.

The following documents are also available to visitors (www.pgs.org.uk) and can be read in conjunction with this document:

1. The PGS Health and Safety Policy
2. The Induction and Guidelines for Contractors (available from Reception and managed by the Estates Department)
3. The PGS Privacy Notice for Visitors
4. The PGS Safeguarding & Child Protection Policy and Procedure

Allocation of Tasks

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Assistant Head (Admissions & Partnerships)	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Main Reception	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Main Reception	
Receiving/ reviewing input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Assistant Head (Admissions & Partnerships)	As required, and at least annually
Formal annual review	Health and Safety Committee	Annually

Version Control

Date Approved	22nd June 2026 (SMT)
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Policy author (SMT)	Assistant Head (Admissions & Partnerships)
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