

Visitors Policy

The Education Fellowship offers all visitors a warm, friendly and professional welcome to the Academy, whatever the purpose of their visit. The Academy has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance.

It is the responsibility of The Education Fellowship Executives and the Principal to ensure that this duty is uncompromised at all times. In performing this duty, it is recognised that there can be no complacency where child protection and safeguarding procedures are concerned. The Academy therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the academy site.

Policy Responsibility

The Principal will designate a senior leader to be responsible for implementation, coordination and review of this policy. This designated leader will be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Principal.

Where and to whom the policy applies

The academy is deemed to have control and responsibility for its pupils anywhere on the academy site (i.e. within the academy boundary fence), during normal hours, during after hour activities and on organised (and supervised) off-site activities. The policy applies to:

-  All staff employed by the academy
-  All external visitors entering the academy site during the day or for after hour activities (including peripatetic tutors, sports coaches, and topic related visitors)
-  All governors of the academy
-  All parents and volunteers
-  All pupils
-  Other Education related personnel (Fellowship Executives, Advisors, Inspectors)

- 🤝 Building, maintenance and all other Independent contractors visiting the academy premises
- 🤝 Independent contractors who may transport pupils on minibuses or in taxis

Protocol and Procedures

All visitors to the academy may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below:

- 🤝 Once on site, all visitors must report to reception first. No visitor is permitted to enter the academy via any other entrance under any circumstances
- 🤝 At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request
- 🤝 All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration
- 🤝 All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit
- 🤝 Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

Approved Visitor List

The academy will hold an approved visitor list for visitors who frequently visit the academy site to undertake work within the academy (including contractors and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- 🤝 They have a current clear enhanced DBS check and a copy of this has been registered on the Academies Central Record **AND**
- 🤝 A current clear DBS children's barred check has been undertaken **AND**

- 👤 Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor book)
- 👤 A copy of the approved visitor list will be kept behind reception at all times

Visitors Departure from Academy

On departing the academy, visitors **MUST** leave via reception and:

- 👤 Enter their departure time in the Visitors Record Book alongside their arrival entry
- 👤 Return the identification badge to reception
- 👤 A member of staff should escort the visitor to the reception

Unknown/Uninvited Visitors to the Academy

Any visitor to the academy site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the academy site.

They should then be escorted to reception to sign the visitor book and be issued with an identity badge.

The procedures under “Visitors to the Academy” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the academy grounds, police assistance will be called for.

Governors and Volunteers

All governors and parent helpers must complete a DBS disclosure form (if not already held) via the Academy office.

The Academy must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.