

Visitor Policy

Review Date	Reviewer	Approved	Implementation
	J Barker	25 February 2019	1 March 2019
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1.0 Introduction

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		Originator of this document is:	J Barker

The North East Learning Trust assures all visitors a warm, friendly and professional welcome to any of our Academies whatever the purpose of their visit.

Each 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 Trust and senior staff within our Academies to ensure that this duty is uncompromised at all times.

Therefore, ALL VISITORS to any Academies within the Trust (without exception) must comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the Academy site.

2.0 Aim

To safeguard all children who attend a North East Learning Trust Academy both in school and whilst attending out of school hours activities are arranged by the school.

3.0 Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, Members/Trustees/Governors, visitors and parents/carers and conforms to child protection and safeguarding guidelines.

4.0 Application of the Policy

The policy applies to:

- 4.1 All staff employed by the Trust**
- 4.2 All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors and sports coaches)**
- 4.3 All Members, Trustees and Governors**
- 4.4 All parents/carers and volunteers**
- 4.5 All pupils**
- 4.6 Other Education related personnel (including those employed by the Local Authority)**
- 4.7 Building and Maintenance and all other independent contractors visiting the school premises**
- 4.8 Independent contractors who may transport students on minibuses or in taxis**

5.0 Protocol and Procedures

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Visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list). They must follow the procedure below:

- 5.1 Once on site, all visitors must enter the Academy by the main entrance and report to reception. No visitor is permitted to enter the school via any other entrance under any circumstances.
- 5.2 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.
- 5.3 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, car registration and visitor badge number.
- 5.4 All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. Visitors who are on our single central record as DBS checked will have a different coloured lanyard to those visitors who are not recorded on the SCR.
- 5.5 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 will not be allowed to move about the site unaccompanied unless they are on our approved DBS list.
- 5.6 Visitors must read and adhere to the safeguarding information issued with the visitor badge.
- 5.7 Visitors must not use their mobile phone in the company of students.
- 5.8 Visitors must not take photographs in school unless prior permission has been granted by other staff.

6.0 Approved Visitor List (DBS checked)

6.1 The Academy will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff) on their single central record.

6.2 To qualify for this, list the visitor must have demonstrated, prior to the visit that:

6.2.1 They have a current clear enhanced DBS check and a copy of these details have been registered on the School's Central Record (a current DBS is defined as no more than 5 years old); and

6.2.2 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's book). A copy of the approved list will be kept in the main office.

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7.0 Visitors Departure from School

- 7.1 On departing the school, visitors MUST leave via the main reception**
- 7.2 Enter their departure time in the Visitors Record Book alongside their arrival entry**
- 7.3 Return the identification badge to reception**
- 7.4 A member of staff should escort the visitor to reception if they are wearing a coloured lanyard that confirms they do not have a DBS.**

8.0 Visitors to the School

- 8.1 Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff to enquire who they are and their business on the school site. Pupils should report any concerns regarding visitor without an identity badge to a member of staff.**
- 8.2 They should then be escorted to reception to sign the Visitors' Record Book and be issued with an identity badge and a member of senior staff must be informed immediately. Should the person refuse to comply the member of staff should remain with the visitor until a member of senior staff arrives to deal with the situation. The procedures under 'visitors to the school' above will then apply.**
- 8.3 In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head of School or Senior Leader should be informed promptly. They will then consider the situation and decide if it is necessary to inform the police.**
- 8.4 Any visitor becoming abusive or aggressive, will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.**

9.0 Members, Trustees, Governors and Volunteers

- 9.1 All Members/Trustees/Governors/Volunteers must comply with the DBS procedures via the school office.**
- 9.2 The Academy must check all DBS certification is current (i.e. less than 5 years old)**
- 9.3 They should also sign in and out using the visitors' book.**

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10.0 Staff Development

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

11.0 Links to other policies

This policy and procedure should be read in conjunction with other related Trust/Academy policies including:

11.1 Safeguarding Policy

11.2 Confidentiality Policy

11.3 Health and Safety Policy

11.4 Dealing with Violence and Aggression

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Acceptable use of ICT- Policy for visitors

It is important we safeguard our students at every opportunity, and this includes when visitors are on site during the school day and use ICT equipment.

Please indicate (if any) the type of ICT equipment you have in school e.g. mobile phone, laptop, iPad

I confirm that I will not take photographs of any students whilst on site during my visit and not discuss the content of my visit on social media without prior consent gained.

Date	Name	ICT Equipment	Signature