

**FIVE RIVERS Multi Academy Trust**



**Five Rivers Multi Academy Trust**

**Visitors Policy**

Policy start date: January 2017

Policy review date: January 2018



## 1. Introduction

Five Rivers Multi Academy Trust assures all visitors a warm, friendly and professional welcome to its academies, whatever the purpose of their visit. The Trust 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 to ensure that this duty is uncompromised at all times. In performing this duty, the Trust recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Trust 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.

## 2. The Policy

This policy is part of the Trust’s Health and Safety Policy and will be reviewed annually. Copies will be made available to parents, staff and visitors via the trust website and the children’s responsibilities reinforced through termly whole school assemblies. Parents will also be given a copy of the policy upon registration of their child to any academy with the trust.

Each academy should display how visitors may obtain the information within this policy.

This policy applies to:

- All staff employed within the academies.
- All external visitors entering an academy site during the school day or for after school.
- Activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists).
- All governors within the academy.
- All parents and volunteers.
- All pupils.
- Other education-related personnel.
- Building and maintenance and all other independent contractors visiting the premises.
- Independent contractors who may transport pupils on minibuses or in taxis.



## 3. Procedure

### Visitors to an academy premise

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

- All visitors must report to Reception, no visitor is permitted to enter an academy via any other entrance under any circumstances.
- At Reception, all visitors must state the purpose of their visit and who they are visiting. The visitor should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record 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.
- All visitors are to be given a copy of the visitor fire evacuation procedure
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance should be provided to visitors containing this information.
- 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.
- At no point should a visitor be left on their own with children.
- In the event of a fire alarm / drill, the visitor should be accompanied to the assembly point.
- On departing the school, visitors should leave via Reception and:
  - i) Enter their departure time in the Visitors' Record alongside their arrival entry;
  - ii) Return the identification badge to Reception.

### Unknown/unplanned visitors to an academy

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the academy.
- They should then be escorted to Reception to sign the Visitors' Record and be issued with an identity badge. The procedures for planned visitors then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal / Headteacher and Assistant Headteacher (or the Teacher-in-Charge) should be informed promptly. Dynamic lockdown procedures may need to be activated. (See **Stay Safe Policy**).



- The Principal / Headteacher or Assistant Headteacher (or the Teacher-in-Charge) will consider the situation and decide whether 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.

## **Governors and regular volunteers / parent helpers**

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity. This will be facilitated by the academy office.
- All Governors and parent helpers should follow the procedures as stated in the planned visitor section.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Principal / Headteacher.
- New parent helpers will be asked to comply with this policy at their induction meeting with the Principal / Headteacher before coming into the academy for an activity or class supporting role.
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby / job / faith) as long as they are not left unsupervised. The Principal / Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again all parents should follow the procedures as stated in the planned visitors section.

## **Contractors / Workmen**

- Contractors / workmen should follow the procedures set out in the planned visitors section.