



Stimpson Avenue Academy

Visitors' Policy 2021 - 2023



Scope: Stimpson Avenue Academy	
Version: 1	Filename: Visitors Policy
Approval: March 2021	Next Review: March 2023 <i>This policy will be reviewed every two years.</i>
Owner: Stimpson Avenue Academy	Union Status: Not Applicable



1. Rationale

This policy is intended to help to manage visitors in a way that ensures the safety of children and adults on the academy site. The responsibility for this lies with the Head of School, senior leadership team and the Local Advisory Board.

2. Guidance and Responsibilities

The Head of School and the Chair of the LAB are responsible for implementing this policy and managing visitors to the academy. The day-to-day arrangements need to be understood by **all staff**. All staff have a responsibility to ensure that visitors to the academy are properly welcomed and managed safely within academy.

All staff should be made aware of this policy and that it applies to all visitors equally.

Types of visitor

There are a number of different types of legitimate visitors to our academy.

- Visitors who attend the academy in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors and sports coaches.
- Visitors who attend the academy in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors i.e. parents, parent helpers and academy governors.

Visits should be planned to ensure they run smoothly, taking into account the need to safeguard both children, the reputation of the academy and the visitor. Where appropriate, risk assessments should be undertaken. The Head of School or a member of the senior leadership team should be made aware of visits in advance.

3. Procedures for ALL visitors

- Wherever possible, visits to academies should be pre-arranged.
- All visitors must report to the main Reception first and not enter the academy via any other entrance.
- At Reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification including photographic identification.
- All visitors will be asked to sign in using the electronic Inventory system.
- If the visitor is part of a large group of visitors, a separate register may be utilised.
- A visitor's badge should be worn and displayed prominently.



- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role, for example a social worker seeing a child and the academy has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- If visitors find they are alone with pupils/children they should report to a member of staff or reception. This should be explained to visitors.
- On departing the academy, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. Administrative staff will ensure that the visitor signs out using the electronic system.
- Visitors will be handed a copy of the 'Visitor's Information Leaflet' which has further guidance regarding safeguarding arrangements.
- If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs. Each room contains a fire exit map. The assembly point is the main school playground.

4. Special categories of visitor

4.1 VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

Important considerations for VIP visits

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail e.g. it is unlikely that the Queen or another senior member of the Royal Family would be expected to show or wear ID. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

4.2 EMAT staff



EMAT staff who visit academies and who have unsupervised contact with children will have had an appropriate DBS check conducted by the Trust. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations. In these circumstances the statutory guidance says:

'Schools and colleges must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the academy or college that the academy or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. The academy must also check that the person presenting themselves for work is the same person on whom the checks have been made.'

This guidance can be regarded by academies as the 'written notification' required by the guidance.

Academies will, of course, need to see identification from visitors to confirm that they do indeed work for EMAT.

4.3 Staff from other agencies

The same requirement as in 4.2 applies. If academies have 'written notification' from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

4.4 Contractors

The statutory guidance says:

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the academy or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

Schools and colleges should always check the identity of contractors and their staff on arrival at the academy or college.



4.5 Trainee teachers

The statutory guidance says:

Where applicants for initial teacher training are salaried by the academy or college, the academy or college must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the academy to record details of fee-funded trainees on the single central record.

As with other visitors who have been checked by an external organisation, the academy should have 'written notification' that appropriate checks have been made.

If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the academy that appropriate checks have been made.

4.6 Governors and Trustees

Governors and Trustees should follow the same procedures as other visitors when coming in to the academy. If they are to have unsupervised contact with children, they will require the appropriate DBS checks.

4.7 Parents and relatives

Partnership with parents is an important feature of our school ethos. Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

4.8 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. **In extreme circumstances or if the person refuses to leave, the police should be called.**



4.9 Ofsted

All Ofsted staff who visit an academy will have been through a DBS 'Enhanced with barred list information' check.

All approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Academies can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks.

5. Concerns related to a visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the Designated Safeguarding Lead.

6. Monitoring and Evaluation

Like all safeguarding policies this policy will be monitored and evaluated for its implementation and effectiveness on a regular basis.

7. Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Keeping Children Safe in Education (**latest version**)

