



VISITORS POLICY



PART OF SHINE MULTI ACADEMY TRUST

COMPANY NUMBER 081634448

Management log

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Document history

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V1	March 2020	Senior leadership team	2 July 2020	3 July 2020	Secure visitors procedures

Policy

Access via

Child protection/safeguarding/
PREVENT

<https://www.shine-mat.com/pupil-welfare/>

Confidentiality

<https://www.whitemooracademy.co.uk/policies/>

Equality

<https://www.shine-mat.com/pupil-welfare/>

Health and safety

<https://www.shine-mat.com/business-and-personnel/>

Safer recruitment

<https://www.shine-mat.com/business-and-personnel/>

Whistleblowing

<https://www.shine-mat.com/business-and-personnel/>

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1. Equality

1.1 SHINE Multi Academy Trust (SHINE) and its academies are committed to promoting equal opportunities and all stakeholders¹ will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

2. Aim

2.1 To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

3. Policy statement

3.1 Visitors are very welcome to our school, however it is our schools responsibility to ensure that the security and well-being of our pupils is uncompromised at all times. The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times. In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure.

4. Policy responsibility

4.1 Our Designated Lead Person - is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Designated Lead.

¹ SHINE defines stakeholders as anyone who is invested in the welfare and success of SHINE and its pupils, including premises staff, administrators, teachers, support staff, pupils, parents/carers, families, community members, businesses, and elected officials such as school board members, city councillors, and state representatives.

5. Where and to whom the policy applies

5.1 The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities. The policy applies to:

- all teaching and non-teaching staff employed by the school
- all external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- all governors of the school
- all parents (including parent helpers)
- all pupils
- other education related personnel (county council staff, inspectors, health care professionals)
- buildings and maintenance contractors

Note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

6. Planned visitors to the school

6.1 All visitors to the school may be asked to provide formal identification and DBS number at the time of their visit

6.2 Where possible the school office/ reception staff should be informed of all prearranged visitors to the school

6.3 All visitors must report to the school office/ reception first and should not enter the school via any other entrance

6.4 At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification

6.5 All visitors will be asked to sign in on the electronic system, recording their name, organisation, who they are visiting and car registration, if appropriate.

6.6 All visitors will be required to wear a lanyard containing a 'print off of name and photo'. The lanyard has to be worn in a visible place for all staff and children to be able to see

6.7 Lanyard and different coloured lanyards are used according to the purpose of the visit:
Students: Grey (also have DBS)

- Supply: Yellow (With DBS)
- Visitors with DBS: Red
- DBS not seen (e.g. gardeners, sports coaches not alone with children): Orange
- Contractor with DBS: Green

6.8 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 may be provided to visitors containing this information.

6.9 Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site this includes ensuring that they are not using a mobile phone on the premises. The member of staff receiving the visitor is responsible for explaining the evacuation procedure to them and ensuring that they are evacuated safely in the event of an emergency.

6.10 On departing the school, visitors should leave via the school office and: Sign out and return the identification lanyard to the school office/ reception.

7. Unknown/ unplanned visitors to the school

7.1 Any visitor to the school site who is not wearing an identity lanyard should be challenged politely to enquire who they are and their business at the school

7.2 They should then be escorted to the school office/ reception to sign in. The procedures in the above then apply.

7.3 In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteachers (or member of the Senior leadership Team) should be informed promptly

7.4 The Headteacher / Assistant Headteacher (or member of the SLT in-Charge) will consider the situation and decide if it is necessary to inform the police

7.5 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 school grounds, police assistance will be called for

8. Governors and regular volunteers/parent helpers

8.1 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 via the School Office

8.2 All Governors and parent helpers should follow the procedures as stated in section '*Planned visitors to the school*'. 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 Headteacher

8.3 New parent helpers will be asked to comply with this policy at their Induction meeting with a member of the SLT before coming into the school for an activity or class supporting role

8.4 Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/job) as long as they are not left unsupervised. The 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 above in section '*Planned visitors to the school*'

9. Contractors

9.1 Contractors should follow the procedures set out in '*Planned visitors to the school*'

10. Staff development

10. As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.