

# Ormiston Endeavour Academy

## Visitors' policy

Date adopted: *7 June 2016*

Next review date: *7 June 2019*

### Policy Version Control

|   |                  |
|---|------------------|
| Policy prepared by                                    | OAT Model Policy |
| Responsible committee                                 |                  |
| Date approved by committee                            |                  |
| Date ratified by LGB (if required)                    |                  |
| Description of changes from the model policy (if any) | 1.               |

# Ormiston Academies Trust

## Visitors' policy

### Policy Version Control

|  |   |
|--|---|
| Policy type                              | Internal OAT Policy <u>or</u><br>Academy Model Policy |
| Policy prepared by (name and department) | Victoria Taylor – Ormiston Governance Department      |
| Last review date                         | January 2015  |
| Description of changes                   | New policy  |
| Name and date of line manager's approval | Samuel Henson – 05/01/2015                            |
| Date of executive approval               | Andrew Shaw – 05/01/2015                              |
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## 1.0 POLICY STATEMENT AND PRINCIPLES

### 1.1 Policy aims and principles

The academy assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The academy has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to safeguard all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the academy to ensure that this duty is uncompromised at all times.

In performing this duty, the academy recognises 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 this policy and academy procedures. Failure to do so may result in the visitor's escorted departure from the academy site.

The academy will ensure that there is a clear protocol and procedure for the admittance of external visitors to the academy which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the academy and that visitors themselves can benefit from contact with students and staff. The purpose of this policy is to help our academy use visitors from the wider community to provide relevant and high quality services directly to students or in support of students, appropriately and safely.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

#### Policy responsibility

The Principal's PA is the member of staff responsible for implementation and coordination of this policy. This person will also be responsible for liaising with the site and / or reception staff as well as the Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Academy Safeguarding Lead and the Principal's PA.

#### Where and to whom the policy applies

The academy is deemed to have control and responsibility for its students anywhere on the academy site (i.e. within the academy boundary fence), during normal academy hours. The academy also have responsibility for the welfare of students during extracurricular activities that are academy organised on or off site.

This policy applies to:

- All staff employed by the academy;
- All external visitors entering the academy site during the academy day or for extracurricular activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists);
- All governors of the academy;
- All parents and volunteers;
- All students;
- Other education related personnel (advisors and inspectors);

- Building, maintenance and independent contractors visiting the academy premises;
- Independent contractors who may transport students on minibuses or in taxis.

## 1.2 Complaints

All complaints are dealt with under the **OAT Complaints Policy**.

Complaints should be made in writing and will follow the OAT complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated in writing.

## 1.3 Monitoring and review

This policy will be reviewed every 3 years or in the following circumstances:

- changes in legislation and / or government guidance;
- as a result of any other significant change or event;
- in the event that the policy is determined not to be effective.

If there are urgent concerns these should be raised to the Principal's PA in the first instance for them to determine whether a review of the policy is required in advance of the review date.

## 2.0 ROLES AND RESPONSIBILITIES

### 2.1 Key personnel

|                          |           |  |
|--------------------------|-----------|--|
| Child Protection Officer |           | Assistant Principal Support for Learning                             |
| Contact Details          | Email     | <a href="mailto:a.baker@oeacademy.co.uk">a.baker@oeacademy.co.uk</a> |
|                          | Telephone | 01473 464545   |
|                          |           | Principal's PA   |
| Contact Details          | Email     | <a href="mailto:pa@oeacademy.co.uk">pa@oeacademy.co.uk</a>           |
|                          | Telephone | 01473 464545   |
|                          |           | Reception Staff  |
| Contact Details          | Email     | <a href="mailto:office@oeacademy.co.uk">office@oeacademy.co.uk</a>   |
|                          | Telephone | 01473 464545   |

### 3.0 ACADEMY VISITOR PROCEDURES

Visitors' services or activities must have a clear educational purpose, add value and relevance to student learning, complement the whole academy program, and be undertaken in accordance with this policy.

The academy will ensure that all required procedures must be adhered to / completed and all relevant forms and agreements must be in place before a visitor's activity or program commences. This will allow visits to be of the greatest benefit to the academy, its students and visitors whilst maintaining the academy's child protection and safeguarding practices. All visitors to the academy must have had the relevant security checks (DBS) as advised by the local authority.

These procedures apply to all types of visitors including those on the approved visitor list, governors and other volunteers.

The academy welcomes feedback from visitors either orally or written.

#### 3.1 Visitors invited to the academy

Any visitor to the academy may be asked to bring formal identification with them at the time of their visit. All visitors must follow the procedure below.

1. Once on site, all visitors must report to the main entrance reception before moving about the academy site. No visitor is permitted to enter the academy via any other entrance under any circumstances.
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.
3. All visitors will be asked to sign the visitors record book which is kept in reception at all times. This record includes:
  - Visitors name;
  - Organisation (if relevant);
  - Who they are visiting;
  - Time of arrival;
  - Car registration (if the visitor is parked on site);
  - Visitor badge number (if applicable).
4. All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. Some visitors may also be required to wear any official identification i.e. Ofsted inspectors ID etc.
5. Visitors must be given information about fire safety evacuation and child protection procedures and should read these prior to going into the academy. All visitors working with students must be made aware of the academy's confidentiality policy.
6. 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.

#### 3.2 Visitors' departure from academy

On departing the academy, visitors must leave via reception. The visitor must:

- Enter their departure time in the visitors record book alongside their arrival entry;
- Return the identification badge to reception.

A staff member should escort the visitor to the reception / exit to ensure that the visitor does not re-enter the academy site, potentially breaching security). This is also necessary for the purposes of a fire drill / emergency.

### 3.3 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 DBS check and a copy of this has been registered on the academy's central record – the type of DBS check required will depend on the nature of the visit and in accordance with the academy's general procedures for DBS checks;
- The academy has a copy of the visitors photo ID;
- Confirmation that the visitor is employed by the company for which services will be provided from (if applicable) i.e. employee ID or confirmation on the name of the individual who will be on the academy site.

Visitors on the approved list must follow the same procedures on entry and departure to the premises (i.e. come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept behind reception at all times.

### 3.4 Specific rules for certain types of visitors

#### Contractors

Insurance details of contractors must be checked prior to working within the academy – contractors from the local authorities list and Ormiston Trusted Traders (OTT) have the necessary insurance cover to work in the academy.

The principal / member of the senior leadership team (SLT) must liaise with any contractor with regard to health and safety issues, for example, where the maintenance / works might affect students' normal use of the academy facilities. The principal / SLT member will inform the contractor where students will be working, walking etc. and when (if relevant).

#### Governors

All members of the governing body, with the exception of the principal and staff governors, will have a DBS check undertaken per term of office. A governor's term can be up to a maximum of four years, if the governor is appointed / elected for a further term then a new DBS check will be undertaken for the subsequent term. With regards to the principal and staff governors, their DBS checks will be conducted in line with the academy procedures for staff DBS checks.

All governors' formal visits should have a clear focus and should, in some way, increase the knowledge and understanding of academy policies and processes. Visits should be arranged with a staff member in advance to make the most out of the time in the academy.

Following a governor visit, the governor must complete a governor visit form and submit this to the clerk to the governing body as a record of the visit and detailing any actions that are identified. This will be presented at the next governing body meeting.

### Visitors working with students

Visitors to classes for specific purposes of contribution to topics are to be encouraged and welcomed. In arranging such visits, teachers should consult with the principal prior to finalising arrangements, the principal must grant permission of any visitor who will be working with students or within the classroom before the activity can commence. Teachers should try to ensure that the visit causes minimum class and academy disruption.

A visitor's contribution must enhance the overall education experience for the students. It must add a dimension, which the teacher alone cannot provide.

Whilst visitors can bring a wealth of skills and expertise to the academy setting, it should be recognised that they may have no formal training in classroom management and teaching and learning strategies therefore visitors should not be left alone to work with students. The teacher and visitors need to share the experience in order to provide appropriate planning, deal with any issues that arise during the session(s) and as a result of the session(s).

The teacher must provide the visitor with any necessary information prior to the visit to ensure that the session(s) is as valuable for the students as possible and to make sure that the purpose of the visit remains focused. This may include, but not limited to, informing the visitor of the lesson plan, students previous knowledge or experience on the subject, the age, number of students and the aims / objectives of the visit.

Visitors need to provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials.

When working in a classroom situation, visitors are bound by relevant academy policies. Visitors should be made aware of any that will affect them. Privacy should be protected and inappropriate personal disclosures should be discouraged, by negotiating ground rules and using distancing techniques. The academy's procedures for DBS checks must be followed and if one is required then this must be provided to the academy at least 48 hours before the visitor is expected on site.

The suitability of all visitors invited into the academy to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the academy in future.

### 3.5 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 site. All staff members have the responsibility to ensure that this policy is adhered to by all visitors.

Unidentified visitors should be asked to make their visitors badge / official ID visible. If they do not have one they should be escorted to reception to sign the visitors' book and be issued with an identity badge, the visitor entry procedures will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the principal or a member of the SLT should be informed promptly. The principal / 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.

CCTV is in operation throughout the academy premises. This is an aid in preventing uninvited people into the academy both within and outside the normal operating hours.



### 3.6 Emergency procedures for visitors

In the event of an emergency, that requires the building to be evacuated, assemble at the designated place which is displayed around the academy site. A staff member will bring visitor's book to check all visitors are safely evacuated.