

Ormiston Forge Academy

Visitors Policy

March 2017



Approved by the SLT on behalf of the Governors Finance and General Purposes Committee under powers delegated by the Governing Body: **15th May 2017**

Review period: **May 2019**

This policy governs any activity operated by or associated with Ormiston Forge Academy and forms part of our safeguarding procedures.

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Ormiston Forge Academy, 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 Governing Body and senior staff to ensure that this duty is uncompromised 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 Academy 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.

Policy Responsibility

The Designated Senior Lead (DSL) is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff. All breaches of this procedure must be reported to the DSL.

Aim

To safeguard all children and young people under this Academy's responsibility both during Academy curriculum hours and extracurricular Academy activities which are arranged by the Academy.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the Academy that is understood by all staff, governors, visitors and parents, and conforms to child protection and safeguarding guidelines.

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, during extracurricular Academy activities, and on Academy organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the Academy
- All external visitors entering the Academy site during the Academy day, or for extracurricular Academy 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, Inspectors), building & maintenance and all other Independent contractors visiting the Academy premises

- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the Academy

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

Visitors are required to use the intercom on the main school gates to speak to a member of the administration team. Visitors must state their name and purpose of their visit.

Once on site, all visitors must report to reception first. No visitor is permitted to enter the Academy via any other entrance under any circumstances.

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

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 and car registration.

All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

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

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:

a) They have a current clear enhanced DBS check and a copy of this has been registered on the Academy's Central Record AND

b) A current clear DBS childrens' barred check has been undertaken AND visitors on the Approved List MUST follow the same procedures on entry to the premises (ie come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept behind reception at all times.

Hair and Beauty clients arriving for treatments must report to the main reception, sign the visitors' book and they will be collected by a member of staff and taken into the Salon.

Visitors Departure from Academy

On departing the Academy, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry.
- Return the identification badge to reception.
- A member of staff should escort the visitor to the reception.

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 the Academy site.

They should then be escorted to reception to sign the visitors' book and be issued with an identity badge.

The procedures under “Visitors to the Academy” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The 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.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the Academy office.

The Academy must check that all governors’ and volunteers’ DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as per above should apply. Please note: governors should sign in and out using the Governors Visitors Book. New governors will be made aware of this policy, and will become familiar with its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into Academy for an activity or class supporting role.

Staff Development

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

Linked policies

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

- Child Protection and Safeguarding Policy
- Disclosure and Barring Service Checks Policy
- Health and Safety Policy