



ST. MARY'S
ACADEMY TRUST

St. Mary's Academy Trust

Visitors Policy

Date agreed by HR Committee: October 2021

Date to be reviewed by: October 2023

1. Introduction

- 1.1 This document is intended to give informative and friendly advice to all those who visit the schools of St Mary's Academy Trust. It is the intention of St Marys Academy Trust that every visitor is treated with courtesy and respect, and made to feel welcome whilst on the premises. The School is responsible for ensuring the security, wellbeing and safeguarding of our children at all times, and is equally responsible for the wellbeing of the whole school community and we take this responsibility seriously.

2. Aim

- 2.1 To safeguard all children under the school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the School and to ensure students can learn and enjoy extracurricular experiences, in an environment where they are safe from harm.

3. Objectives

- 3.1 To have in place a clear policy and procedure for the admittance of visitors to the school site which is understood by all staff, pupils, visitors and parents, and conform to safeguarding guidelines. Awareness of our protocols and procedures will need to be shared by Headteachers with staff, pupils, visitors and parents through a variety of means, including the school website, assemblies, tutorials and staff meetings.

4. Protocol and Procedures

- 4.1 Visitors to the school should be asked to bring formal identification with them at the time of their visit.

5. They must follow the procedures below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors must sign in; this can be either paper based or electronically.
- Visitors who sign in on paper must wear an identification badge in a lanyard – this must remain visible throughout their visit.
- Visitors who sign in electronically will be provided with a sticker badge from the machine – this must remain visible throughout their visit.
- Visitors should 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.
- On departing the school, all visitors should return to the Reception area, accompanied by a member of staff, and sign out. Visitors who signed in on paper

must return their lanyard to the Receptionist, and visitors who signed in electronically can remove their visible sticker badge.

5.1 Ticket systems should be implemented for children's shows such as Christmas events.

5.2 The tickets must be:

- Shown to a member of staff by visitors on entrance.
- Issued in line with fire regulations.

6. Approved Visitors List

6.1 The school should hold and regularly review, an approved visitor list for visitors who frequently visit the school site to undertake work within the school (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 enhanced DBS check and a copy of this has been registered on the School's Central Record.
- A current clear DBS children's barred check has been undertaken for those undertaking unsupervised regulated activity.
- The company has completed and submitted to the school a copy of External company safeguarding statement: Visitors on the Approved List MUST follow the same procedures on entry and departure to the premises as in point 5 (i.e. come to reception and sign in).
- A copy of the approved visitor list will be kept behind reception at all times.

7. Parents/Carers Bringing Students into School

7.1 Visiting procedures apply to parents/carers when collecting and/or delivering a student to school. On these occasions a student leaving early or returning to school following an appointment must be signed out or in via the appropriate signing in and out procedures, and will meet/leave their parents/carers in main reception on each site.

8. Parents/Carers Visiting for a Meeting

8.1 If parents/carers have a pre-arranged meeting with school staff and other professionals or if they arrive on site requesting to meet with a member of school staff they must abide by all procedures as they will not be known by everyone on site and could therefore be challenged by St Mary's Academy Trust staff. Parents and carers must not walk through the building without a badge or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of students and staff alike. All parents must sign in and collect a visitor's badge before entering the school premises at all times no matter how well they think they are known to staff. On departing the school, all visitors should return to the Reception area and return their badge to the Receptionist.

9. Unknown/Uninvited Visitors to the School

- 9.1 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 on the school site. The procedures under "Visitors to the School" 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.
- 9.2 If staff have safeguarding concerns, or an allegation is made about a volunteer posing a risk of harm to children then this should be referred to the headteacher immediately who will follow appropriate procedures.

10. Raising Awareness of Visitors Safety with Children

- 10.1 Staff and students should be reminded by the Headteacher on a regular basis that visitors should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff.

11. Staff Development

- 11.1 As part of their induction, new staff will be made aware of this policy by the Headteacher and asked to ensure compliance with its procedures at all times.

12. Covid-19 Pandemic

- 12.1 During a pandemic, Headteachers should balance efficiency when deciding if a face to face or virtual meeting is appropriate.
- 12.2 The Headteacher must check the visiting organisations processes, and prior to the visitor visiting the school, the Headteacher must communicate any processes in place.
- 12.3 Visitors should ensure they have good hand hygiene. Frequent and thorough hand cleaning should now be regular practice. This can be done with soap and water or hand sanitiser. The employee receiving the visitor must inform them of the facilities available.
- 12.4 Social distancing is no longer a requirement; however, visitors can wear a facemask if they choose to do so. Staff can also choose to wear a face mask if they are meeting people they do not usually come into contact with.

- 12.5 If there is a substantial increase in the number of positive cases in the school the visitor is visiting, a director of the public health might advise that face covering should temporarily be worn in communal areas or classrooms by visitors (unless exempt).

Please note - visitors are required to safely store their face coverings in individual, sealable plastic bags between use, not touching the front of face coverings during use or when removing them. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.

13. Confidentiality

- 13.1 Sometimes visitors support the work of children in school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school. They must be informed of this at the time of the visit.

14. Linked Policies

- 14.1 This policy should be read in conjunction with other related school policies, including:
- Safeguarding Policy
 - Health and Safety Policy

15. Data Impact Assessment

- 15.1 At all stages of this procedure data obtained will be used only for the purpose for which it is intended and will be stored securely with restricted access to those involved in the process. Following the process data will be stored on the electronic personal file for the duration of the employees' employment with the Trust and for 6 years thereafter. The data will be destroyed at this time using a confidential shredding service.

16. Equality Impact Assessment

- 16.1 This policy has been Equality impact assessed by the HR Committee, if on reading this policy you feel there are any equality and diversity issues please contact HR.