



EDUCATION
and
LEADERSHIP
Trust



TRUST VISITOR POLICY

V1.4

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SLT responsible for this policy:	Deputy for Student Wellbeing

Approval History

Approved By:	Date of Approval	Version Approved	Comments
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Policy Cttee	05.12.16	V1.4	

Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
22.9.15		V0.3	Footer and page numbers added.	Yes	KLU
14.10.15		V1.2	Amended 1. on the Contents to Purpose of the Policy. Added / deleted words to suit policy.		KLU
26.08.16	14.10.16	V1.3	New Appendix 1 inserted.	Yes	JFA/SME
6.12.16	26.08.16	V1.4	Slight amends following Policy Cttee		PKA/SME

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1.0 POLICY STATEMENT

The Trust assures visitors a warm, friendly and professional welcome whatever the purpose of their visit. Each school 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 subsection to any form of harm, abuse, nuisance or radicalisation. 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. All schools therefore require that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in visitors being escorted from the school site, and prevented from re-entering the site in future.

2.0 POLICY RESPONSIBILITY

The Academy Headteacher, Deputy Headteacher (Student Wellbeing) and Business and Finance Manager are responsible for the implementation, co-ordination and review of this policy. They will also be responsible for liaising with the school's facilities staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Academy Headteacher, Deputy Headteacher (Student Wellbeing), Business and Finance Manager or a member of the Senior Leadership Team.

3.0 AIM OF THE VISITOR POLICY

To safeguard all children and staff under this school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at each school learn and enjoy curricular and extra-curricular experiences, in an environment where they are safe from harm.

4.0 OBJECTIVES OF THE VISITOR POLICY

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors parents/carers. This should also conform to child protection and safeguarding guidelines.

5.0 WHERE AND TO WHOM THE POLICY APPLIES

The school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All directors of Education and Leadership Trust

- All staff employed in other Education and Leadership school(s)
- All parents/carers and volunteers
- All students
- Other Education related personnel (Advisors, Inspectors)
- Maintenance and all other independent contractors visiting the school premises*
- Independent contractors* who may transport students on minibuses or in taxis

**Note that there are additional procedures for Contractors which are set out in the school's 'Contractors' Guide'.*

6.0 PROTOCOL AND PROCEDURES - VISITORS TO THE SCHOOL

- All visitors must stop at the security gate and speak to the Security Guard or Receptionist to gain access to the site, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to Main Reception first. No visitor is permitted to enter the school via any other entrance under any circumstances during working hours.
- At Main Reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors should be ready to produce formal identification and a current valid enhanced DBS check, where appropriate, upon request.
- All visitors will be asked to sign in using the InVentry system
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- All visitors who will be engaging with students will be issued a copy of the school's Child Protection leaflet (held at Main Reception and in the Facilities Office)
- The visitor's point of contact will be asked to come to Main 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 their DBS and formal identification checks have been approved by the HR Manager and their details appear on the school's Single Central register. Such visitors **MUST** follow the same procedures on entry to the premises (i.e. come to Main Reception and sign in using the school's InVentry system).

7.0 SAFEGUARDING CHECKS – THE PREVENT DUTY

Trust staff recognise their responsibility under the Prevent Duty (2015) to check the suitability of visitors in order to safeguard students and staff; and that it is vital that they carry out appropriate checks and exercise due diligence to prevent an organisation or visiting speaker from using the school's facilities to disseminate extremist views or radicalise students or staff. As such, prior to visiting all speakers (who will be engaging with students) attending school the Visitor Approval form (Appendix 1) must be completed and signed off by the Academy Headteacher and the Visitor Check questions must have been answered. A Visitor Slip (Appendix 2) must then be sent to Main Reception.

If at any point during a visit, any concerns are raised with regard to the dissemination of extremist views or radicalisation of students, the visitor must immediately escorted to Main Reception and the Academy Headteacher or other member of the Senior Leadership team informed.

8.0 VISITOR DEPARTURE FROM SCHOOL

On departing the school, visitors **MUST** leave via Main Reception and:

- Sign out using the school's InVentry system
- Return the identification badge to reception
- A member of staff should escort/ensure the visitor has left the building

9.0 UNKNOWN/UNINVITED VISITORS TO SCHOOL

- 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.
- They should then be escorted immediately to Main Reception to sign in using the school's InVentry system and be issued with an identity badge.
- 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 the Academy Headteacher or a member of the Senior Leadership Team should be informed immediately.
- The Headteacher or a member of the Senior Leadership Team 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 school grounds, police assistance will be called for.

10.0 VISITOR PROCEDURES IN THE EVENT OF A FIRE ALARM

The fire alarm is a continued siren. The alarm means that staff, visitors and contractors in the building should evacuate by proceeding to the fire exits and into the assembly point located at the back of the school (behind block G in Whalley Range).

In the event of a fire alarm sounding, accompanied visitors must be escorted to the Visitor Fire Point on the school playing field. When given the signal to return to the school building, the visitor must be collected and must not return to the school building unaccompanied. Visitors with approval to be unaccompanied must leave the school building by the nearest exit and report to the Visitor Fire Assembly point on the school playing field. Procedures for evacuation in the event of a fire alarm are contained in the school's Child Protection leaflet.

11.0 CLOSED CIRCUIT TELEVISION (CCTV)

For the safety and security of all staff, students and visitors to the school sites, a number of CCTV cameras operate around the school site, both inside and outside the school buildings. The Education and Leadership Trust has comprehensive guidelines on the operation of and access to CCTV images. This can be found in the Trust's Data Protection Policy.

12.0 TRAVEL AROUND SITE AND PARKING

Visitors should note that:-

- There is a speed limit of 5mph in force on the school site.
- Vehicles are parked at owner's risk
- Site users must follow the directions of the Security Guard when driving and parking on the site at Whalley Range
- Parking is at the discretion of the school.

13.0 POLICY REVIEW

The Visitor Policy will be reviewed annually by the Deputy Headteacher (Student Wellbeing).

Visitor Approval Form

Name of visitor: Date of visit:.....

Organisation:

Reason for visit:.....

Topics to be discussed in the visit:.....

.....

.....

Year group/Class to be visited:.....

It is vital that members of staff carry out appropriate checks and exercise due diligence to prevent an organisation or speaker from using the school's facilities to disseminate extremist views or radicalise pupils or staff.

Have the Visitor questions been undertaken? (overleaf)	YES
As far as is possible, are you satisfied that the appropriate checks have been undertaken?	YES

If you are not satisfied, please inform the Headteacher and ensure the visit is cancelled.

Should any unforeseen concerns be raised during the visit, please inform EHO and the CP team, using the CP team email as soon as possible.

Name of member of staff organising visitor/speaker

Approved by Head of Area/Faculty/Department/House

Signed _____

Date _____

Approved by Academy Headteacher

Signed _____

Date _____

Please ensure that the Visitor Slip is completed and sent to Main Reception prior to the arrival of your visitor.

Visitor Check Questions

Statement to be read to the visitor

As part of the school's Safeguarding responsibility, it is the school's duty to carry out appropriate checks and exercise due diligence to prevent any organisation or speaker from using the school's facilities to disseminate extremist views or radicalise pupils or staff.

Are you/is your organisation aware of the school's requirement to safeguard students against extremist views and radicalisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will your presentation in any way contravene this safeguarding requirement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
The school reserve the right to film the session. Are you in agreement for this to happen should we wish to do so? If not, please give the reason.	YES <input type="checkbox"/> NO <input type="checkbox"/>
The school reserve the right to use images on the school web site and related social media platforms. Are you in agreement for this to happen should we wish to do so? (Please see notes below)	YES <input type="checkbox"/> NO <input type="checkbox"/>

Use of photographs and media:

1. Your image

In addition to school displays we regularly use photographs and video clips on our web site and a range of related social media platforms. If you do not wish your image to be used, please tick the box above and notify your staff contact on arrival.

2. Recording film

If you wish to record part or all of the session yourself, written consent must be sought from students in advance. Please ask your school contact to arrange this, 7 working days prior to the event. Alternatively, you may request copies of the films that the school create, providing consent is given by school, students and parents.

3. Taking photographs

If you wish to take your own photographs of sessions, please follow the school guidelines;

- Students and staff must be asked clearly if they consent to the photograph, be clear where it will be used
- Avoid photographing students in a way that makes them clearly identifiable. (Over the shoulder, from the side or at an angle)
- Never identify students by name in posted photographs (unless written consent has been given)

12. Visitor Slip – to be sent to reception

Name of visitor

Organisation (if applicable)

Date of visit.....

Name of member of staff to be contacted upon arrival of visitor.....

Visitor Approval Form submitted and approved