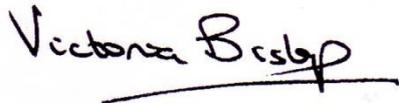




Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



Title	Visitors Policy
Reviewed	March 2017
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Associated Policies	Safeguarding Health & Safety
Originator	C. Hinds
Approved	



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Academy Visitors Policy and Procedures

1. Policy Statement

Visitors are assured a warm, friendly and professional welcome to Sir Christopher Hatton Academy, whatever the purpose of their visit.

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

In performing this duty, the Trust 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.

2. Policy Responsibility

The Trust Director of Finance and Operations is the person responsible for the implementation, monitoring and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Director of Finance and Operations.

3. Aim

To safeguard all children under the Academy’s responsibility during school hours and out of school hours activities which are arranged by the school and to ensure a safe working environment for academy staff.

4. Objectives

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

5. Where and to whom the policy applies

The Academy has control and responsibility for its pupils 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 parents and volunteers
- All pupils
- Other education related personnel (e.g. supply teachers, advisors, inspectors)
- Building and maintenance contractors and all other independent contractors
- Taxi, bus and mini-bus drivers who transport pupils

5.1 Current Site Office Arrangements

In the event of major building works when a separate site office is in place:

- Contractors to provide names and date of births of staff onsite and confirm current DBS in place.
- List 99 check to be completed (for regulated activity) only.
- Contractors Badge issued and to be worn at all times, allowing restricted access to entrance gates & buildings where works being carried out and access to students is restricted.
- Contractors to sign in/out in separate site office

6. Protocol and Procedures

6.1 Visitors to the School

All visitors to the Academy (with the exception of parents) should 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.

- Once on site, all visitors must report to the intercom at the main entrance gate and explain to the school receptionist the nature of their business at the Academy.
- Once the receptionist has granted the visitor access, visitors must immediately report to the main reception. No visitor is permitted to enter the school via any other entrance and a security access system is in place to prevent unauthorised entry.
- At reception all visitors must state the purpose of their visit and who has invited them when asked. They should be ready to produce formal identification on request.
- All visitors will be classified as an Approved Visitor (Green Badge) or a Visitor (Red Badge) and given the appropriate colour badge. The receptionist will explain to them the meaning of the different badges as follows:

Green Approved Visitors Badge – Given only to visitors who have proven that they



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have a current enhanced clear DBS check either by showing their DBS certificate on arrival, or by prior confirmation from the Personnel and Operations Manager as being an Approved Visitor.

Red Visitors Badge – Given to all visitors who have not evidenced that they have a current DBS check in place. Visitors with red badges will be escorted at all times by a member of staff or an approved visitor.

- All visitors will be asked to sign the Visitors Record Book kept in reception at all times, making a note of their name, organisation, who they are visiting and car registration details and their badge number.
- All visitors will be required to wear the Visitors badge issued to them – the badge must remain visible throughout their visit.
- Approved Visitors (Green Badges) will be shown to their place of work or meeting and left unescorted.
- Visitors with red badges will 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.

6.2 Approved Visitor List

The School will hold 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:

- a) They have a current (ie less than 3 years old) clear enhanced DBS check and a copy of this has been registered on the School's approved visitor list, or the Academy can undertake a status check where the person subscribes to the update service
- b) Visitors on the Approved List **MUST** follow the same procedures on entry 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.

6.3 Visitors Departure from School

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

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return their visitor's badge to reception
- A member of staff should escort the visitor to the reception if they have a red badge.

6.4 Unknown/Uninvited Visitors to the 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 to reception to sign the visitors book 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 a member of the Senior Leadership Team (SLT) informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

The Trustees have a policy of zero tolerance when it comes to abusive and aggressive visitors.

Abusive and/or Aggressive Visitors 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.

Trustees reserve the right to ban abusive or aggressive visitors from the school site.

6.5 Trustees and Volunteers

- All Trustees and volunteers must comply with Disclosure Barring Service (DBS) procedures, completing a DBS disclosure check (if not already held) via the School office. Their names will be added to the Academy’s single central record (SCR).
- They must be escorted in the school until their clear enhanced DBS check is confirmed. Thereafter, procedures as per above should apply. Please note that Trustees should sign in and out using the Visitors Book.
- New Trustees will be made aware of this policy and its procedures as part of their induction. This is the responsibility of the CEO.
- New volunteers will be asked to comply with this policy by staff when they first report to reception or when coming into school for an activity or class supporting role.

6.6 Staff Induction

New staff will be briefed on this procedure as part of the Academy’s new staff induction procedure.