



# Read Academy's School Visitor Policy

Document Control		
Draft Issued	November 2018	
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Review Date	November 2021	
Review Cycle	Triennial	

# Read Academy

## Visitors' Policy

### We are committed to being a UNICEF Rights Respecting School

This policy has links with Articles 3, 19, 29 and 31 of the United Nations Convention on the Rights of the Child:

*“The best interests of the child must be a top priority in all actions concerning children.”*

*“Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and mistreatment by their parents or anyone else who looks after them.”*

*“Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures and the environment.”*

*“Every child has the right to relax, play and join in a wide range of cultural and artistic activities.”*



### 1. Policy Statement

Read Academy assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also 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 from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the School Development Leaders (SDL's), Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **all visitors** (without exception) comply with the following policy and procedures.

Failure to do so may result in the visitor's escorted departure from the school site.

### 2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the school's Business Manager, Office Team and Safeguarding Leads as appropriate.

All breaches of this procedure must be reported to the Headteacher.

Failure by staff members to adhere to this policy may lead to disciplinary action.

### 3. Aim

To safeguard all children within the 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 Read Academy can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

### 4. Objectives

- To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, SDL's, visitors and parents and adheres to child protection and safeguarding guidelines.
- To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

## 5. Where and to Whom the Policy Applies

The school is deemed to have 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.

**Visitors are defined as all people other than current staff members, SDL's, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.**

The policy applies to:

- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists and artists).
  - All parents and volunteers.
  - Other education related personnel (advisors, inspectors, health professionals).
  - Building & maintenance and all other independent contractors visiting the school premises.

## 6. Protocol and Procedures

### 6.1 Visitors Invited to the school:

a) Before any visitor is invited to the school, the Headteacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school diary this will be discussed as part of the regular review of the diary and at senior leadership team meetings.

b) When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school diary.
  - All visitors must report to the school reception desk in the general office.
  - 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 will be asked to sign the school's visitor register making note of their name, organisation, who they are visiting as well as the date.
    - All visitors will be required to wear a visitor identification badge with **YELLOW LANYARD**. The badge must remain visible throughout their visit.
    - All visitors will be given the appropriate safeguarding, health and safety and school information leaflets before they leave reception.

- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school 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 the school has completed the relevant checks (DBS) or has received details of this through the organisation employing the visitor.

c) On departing the school, visitors should leave via the school reception and:

- Sign out.
- Complete an evaluation form (optional).
- Return the identification badge to the school office.

## 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, supply staff and health professionals). 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 Schools Central Record **AND**

b) A current clear DBS children's barred check has been undertaken.

c) Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge with **PURPLE LANYARD** having been entered onto the visitors register). A list of such approved visitors is kept by the Headteacher and the Single Central Record.

## 6.2 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. 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 Headteacher or a member of the SLT informed. The Headteacher or 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 school grounds, police assistance will be called for.

Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

## 6.3 SDL's and Volunteers

All parent and other volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role.

All SDL's now require an enhanced DBS check (March 2016). SDL's will be treated the same as any adult volunteer and added to the approved Visitors List. They

should sign in and out at reception as detailed above. New SDL's will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the SDL Chairperson.

#### **6.4 Buildings and Maintenance Contractors**

Contractors follow the procedures as set out in 6.1. When pupils are on the premises, the contractors must be supervised at all times by the School Business Manager or by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the Headteacher and they have been briefed on H&S by the School Business Manager. All contractor visits will ideally be booked outside of school hours unless it is an emergency, in which case the Headteacher will be informed.

#### **6.5 Parent Visitors**

Partnership with parents is a strong and unique feature of Read Academy which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to the 'Classroom Zones'.

Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

If the parent needs to visit a room in a classroom zone for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences).

Exceptions to this are when there is a planned school or classroom event (eg, Come and Read, Coffee Mornings, Parties), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

#### **6.6 Ex Pupils and Ex Members of Staff**

Ex Read pupils and ex members of staff may request or arrive at the school for a visit. They must be signed in and be fully supervised at all times.

## 7. GUIDELINES FOR EXTERNAL VISITORS TO SCHOOL

Before any visitor is invited to the school, the Headteacher should be informed using the Visitor Risk Assessment Form A, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre-visit checks required.

### GUIDE TO STAFF WHEN ARRANGING FOR EXTERNAL VISITORS TO COME TO READ ACADEMY

#### When do I need to complete paperwork?

Paperwork must be completed for **any visitor** coming to Read Academy, except for parents/carers. Please let the School Administrator at Main Reception know if you are expecting a parent/carer but there is an automatic assumption that this group of visitors would always be supervised at **all times** by the member of staff they were coming in to see.

#### What paperwork do I need to complete?

Visitor Risk Assessment Form **on all occasions** (Form A)

If your visitor is speaking to students and/or staff you also need to complete the Visitor Speaking Risk Assessment (overleaf on Form A) and ask your visitor to complete and sign the Visitor Speaking Agreement (Form B).

All visitors except for parents/carers must bring in photographic identification with them.

#### What do I do with the paperwork once completed?

- Return it to the Headteacher. With at least one week's notice, longer if you feel your visitor would need unsupervised access, as there will be further steps to take to enable this to be put in place. Please note if you wish your visitor to have unsupervised access to the school site they must have an Enhanced DBS and/or Barred List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS/CRB was issued. This information will be held by the Headteacher.

#### What happens next?

The Deputy Head will review the paperwork with the Headteacher and will send a copy of the forms with supervision requirements detailed back to you and a copy given to Reception. Those visitors who have been cleared by the Headteacher for unsupervised access in school will be issued with a **PURPLE LANYARD**. Those who require supervision will be issued with a **YELLOW LANYARD**.

Please meet your visitor at Main Reception to sign in and receive the appropriate coloured lanyard and ensure they sign out at the end of their visit with supervision as appropriate.

#### Important things to remember!!

- Even if your visitor has been into school previously, you must fill out the paperwork for every visitor every time they visit.
- The Headteacher and School Administrator will hold a list of regular visitors

who have appropriate clearance. You can check with the school administrator if your visitor comes under any of these categories and indicate so on your Visitor Risk Assessment form. This list is reviewed regularly and can change so again, check each time a visitor is coming in if you wish them to have unsupervised access.

**All members of staff on duty must wear their school photographic ID with a RED STAFF LANYARD at all times.**

**If you see any person around site without a lanyard on they should be politely challenged and Main Reception, SLT or the Headteacher/Deputy informed.**

## **8. Staff Development**

As part of their induction, new staff will be made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times. Headteacher will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others.

## **9. Linked Policies**

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

- Safeguarding and Child Protection Policy
- Healthy and Safety Policy
- Fire Safety Policy
- Keeping Children Safe in Education (latest version)



# FORM A

## Read Academy Risk Assessment for Visitors to School

**Please complete atleast a week before the visit and give to the Headteacher.**

Name of Visitor	
Department visiting	
Member of staff arranging visit	
Date and time of visit	
Purpose of visit If visitor will be speaking to students and/or staff please complete the Visiting Speaker Form overleaf and ensure Form B is completed and signed by your visitor.	
Does your visitor need unsupervised access in school? If Yes, please discuss requirements with Headteacher.	
If No, please detail supervision in place during the visit.	

### Headteacher's Assessment

Requirements	Tick if required	Completed/Obtained by	Date
DBS			
List 99			
Photo ID			
Level of supervision required			
Lanyard Colour <b>PURPLE:</b> Unsupervised access to school <b>YELLOW:</b> Supervised at all times			

Any further comments for Reception/Member of staff organising visit:



**Education Provision**  
**Risk Assessment for Visiting Speaker/Event**

Name of the Event: ..... Date: .....	
Speaker:	
Nature of Event (eg: assembly, talk, interactive learning etc) Please indicate if student or staff event	
Outline of the content of the Event	
Member of staff organising the event who is the point of contact for the speaker.	
Confirm that research has been carried out on the Speaker and the organisation they are affiliated to – record detail	
The Speaker has signed the Visiting Speakers Agreement	YES NO
The Office has been informed of the Speaker in order that they can be added to the School diary, and any relevant vetting procedures undertaken.	YES NO
Confirm that you agree to implement the required supervision arrangements as per the Visitor Risk Assessment (overleaf)	YES NO
Requested by: (Member of staff), (sign and date)	
Agreed by: (Headteacher/Deputy), (sign and date)	
Post Event Evaluation/comment if appropriate	

**FORM B**



**Visiting Speaker/Event Agreement at Read Academy**

We understand the importance of visitors and external agencies to enrich the experiences of our students and thank you for visiting our school.

In order to safeguard our children, we ask all visitors working with our students to read and adhere to the statements below:

- Any messages communicated to students support fundamental British Values and our school values: Democracy, The rule of law, individual liberty, Mutual respect and Tolerance for those with are different faiths and beliefs
- Any messages communicated to students do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Messages to the students support a positive work ethic, resilience and aspiring to be the best they can be.
- Activities and content are matched to the needs and age groups of students.
- Visitors will be appropriately supervised during their visit to school and all visitors are asked to sign in and out at Main Reception.

Thank you for your support in this important matter.

Signed:..... Print signature: .....  
**(Visiting speaker to school)**

Date: .....

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**This agreement must be signed and handed over to the school office before the visit takes place.**