

Acorn Trust

Visitor Policy



Written by:	J Buckley, Trust Business Manager
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Chairs Signature	

Mission Statement

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

Safeguarding Statement

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors

Visitor Policy

School Visitors Policy and Procedures

Policy Statement

The Acorn Trust assures all visitors a warm, friendly and professional welcome to their schools, whatever the purpose of their visit.

The Trust 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 or nuisance. It is the responsibility of the Trust and all 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 Trust 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 school site.

Policy Responsibility

The Headteacher at every school within Trust is the member of staff responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported immediately to the Headteacher.

Aim

To safeguard all children both during school hours curriculum and out of school hours activities which are arranged by each school within the Trust. The ultimate aim is to ensure that students at Acorn Trust can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

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

Where and to whom the policy applies

Each 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.

The policy applies to:

- All staff employed by the Trust
- All external visitors entering each 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 school governors
- All parents and volunteers
- All pupils
- Other Education related personnel (Social workers, Inspectors, etc.)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures Visitors to the School

- All visitors may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.
- All visitors must report to the school office first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At the school office, all visitors must state 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 in at all times making note of their name, organisation, who they are visiting and car registration. Depending on the school, this will be carried out electronically or by signing in the Visitors Record Book.
- If signing in electronically, all visitors will have their photograph taken for identify purposes and be asked to agree to the school's safeguarding and H+S procedures.
- If signing in manually on the Visitors Record Book, a copy of the school's safeguarding and H+S procedures will be kept at the front of the book which all visitors will be asked to read and agree to when signing the book.
- If the visitor will be left alone at any time with a child, then they must produce a current clear enhanced DBS check (less than 3 years old). The Headteacher or Pastoral Manager must be made aware of this visitor so they can authorise the visit. The single central record will be updated with the DBS information.
- Visitors will be asked to refrain from using any mobile electronic devices (e.g. mobile phones/tablets) whilst in school and advised that mobile devices must not be visible in locations where children could be present.

- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit, this will include a photograph of themselves (if signed in electronically). The back of the badge gives a summary of the Trust’s safeguarding and H+S procedures.
- The following visitor lanyard must be worn:
 - Yellow lanyard – Contractors
 - Red lanyard – visitors who have not had their DBS/CRB checked by the school office.
 - Green lanyard – supply staff or volunteers (DBS checked)
 - Blue lanyard - visitors who have had their DBS/CRB checked by the school office.
 - Mauve lanyard – Governors (DBS checked)
 - Grey/black lanyard – staff employed by the Trust (DBS checked)

All lanyards are also worded with the appropriate identity e.g. “staff” on all black/grey lanyards. The lanyard as well as the identify badge must be worn at all times.

- 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 have their DBS certificate has been checked by the school office.
- Prospective parents on an initial visit are asked to sign in but are not required to wear individual badges. They are accompanied at all times during their visit.

Visitors Departure from School

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

- Sign out
- Return the identification badge to the school office
- A member of staff should escort the visitor through the entry/exit doors (ensuring the visitor does not re-enter the school site, potentially breaching security).

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 the school office 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 the Headteacher or Senior Leader should be informed promptly.

The Headteacher or Senior Leader 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.

Governors and Volunteers

All governors and parent helpers must comply with safeguarding procedures, by completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per above should apply. Governors should sign in and out using the Electronic signing in system or Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors.

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

All new volunteers must read and sign the Volunteer Code of conduct which is available in the school office.

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 school policies, including:

- Child Protection Policy
- Confidentiality Policy
- Healthy and Safety and Security Policy
- Fire Safety Policy