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Visitors and Volunteers- Policy and Procedures

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Statement of intent

The Trust recognises and values the effort taken by its visitors and volunteers who contribute towards our academy. We encourage your assistance and acknowledge that many academy activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent in the Trust academies is productive and enjoyable.

This policy outlines what is expected from its visitors and volunteers to the academy.

1. Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to **Tenbury CE Primary 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 from subjection to any form of harm, abuse or nuisance. 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. The Academy therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedure; failure so to do may result in the visitor’s escorted departure from the academy site.

2. Policy Responsibility

The *School Administrator, Mrs Lesley Newall* is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the academy’s security staff and Child Protection Officer, as appropriate. All breaches of this procedure must be reported to Mrs Newall.

3. Aim

To safeguard all children under this academy’s responsibility, both during academy hours, and out of academy hours, activities, which are arranged by the academy. The ultimate aim is to ensure that students at **Tenbury CE Primary Academy** can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

4. Objectives

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

5. Where and to whom the policy applies

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

5.1 The policy applies to:

- 5.1.1 All staff employed by the academy
- 5.1.2 All external visitors entering the academy site during the academy day or for after academy activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- 5.1.3 All governors of the academy
- 5.1.4 All parents and volunteers
- 5.1.5 All pupils
- 5.1.6 Other Education-related personnel (County Advisors, Inspectors)
- 5.1.7 Building & Maintenance and all other Independent contractors visiting the academy premises
- 5.1.8 Independent contractors who may transport students on minibuses or in taxis

6. Authorisation

- 6.1 Individuals who would like to visit the academy, but are not in contact with a member of staff regarding this, should arrange their visit through the academy office, who can be contacted on *01584 810234 or office@tenbury-pri.worcs.sch.uk*
- 6.2 The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 6.3 The academy office will be contacted about a proposed visitation at least two weeks in advance. The academy office will pass all details on to the Headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.
- 6.4 Teachers, or other staff members, arranging visitors to the academy for educational purposes will collate all the above, required information and pass this on to the academy office for the Headteacher's authorisation.
- 6.5 Visitors who arrive at the academy without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the academy staff are happy to do so. The visitor will not be allowed into the academy without the supervision of a teacher, member of the reception staff or member of the senior leadership team.
- 6.6 Parents are discouraged from visiting the academy during academy hours, unless for an academy event or emergency. Where a parent arrives at the academy, they must follow the visiting procedures outlined below.

7 Protocol and Procedures

7.1 Visitors to the Academy

- 7.1.1 All visitors to the academy 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.
- 7.1.2 At times when the security gates are closed (if applicable), all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- 7.1.3 Once on site, all visitors must report to reception first. No visitor is permitted to enter the academy via any other entrance under any circumstances.
- 7.1.4 At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- 7.1.5 All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration and visitor badge number.
- 7.1.6 All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- 7.1.7 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 are registered on the Approved Visitor List.

8. Approved Visitor/Volunteer List

8.1 The Academy will hold an approved visitor/volunteer list for visitors/volunteers who frequently visit the academy site to undertake work within the academy (including contractors and supply staff).

To qualify for the list, the visitor/volunteer must have demonstrated, prior to the visit that:

- 8.1.1 They have a current clear enhanced DBS and a copy of this has been registered on the Academy's Central Record (a current DBS is defined as no more than 3 years old) **AND**
- 8.1.2 A current clear List 99 check has been undertaken by the academy's *School Administrator* **AND**
- 8.1.3 They have the written authorisation of the Headteacher or *the School Administrator, Mrs Newall* to travel around the academy site unaided.
- 8.1.4 Visitors/Volunteers 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).
- 8.1.5 A copy of the approved visitor list will be kept behind reception at all times.

9. Visitors/Volunteers Departure from the Academy site

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

- 9.1.1 Enter their departure time in the Visitors Record Book alongside their arrival entry
- 9.1.2 Return the identification badge to reception
- 9.1.3 A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the academy site, potentially breaching security).

10. Unknown/Uninvited Visitors to the Academy

Any visitor to the academy site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the academy 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 Academy" 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 and *School Administrator* (or Senior Leader if neither is available) should be informed promptly.

The Headteacher / *School Administrator* 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 academy grounds, police assistance will be called for.

11. Governors and Volunteers

All governors, frequent parent helpers/visitors must comply with the Disclosure and Barring Service (DBS) procedures, completing an enhanced DBS form (if not already held) via the Academy office.

The Academy must check all governors and parent helpers/volunteers Enhanced DBS is current (i.e. less than 3 years old)

Thereafter, procedures as per 7.1 should apply. Please note that Governors and volunteers should sign in and out using the 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 to whom they initially report, when coming into academy for an activity or class-supporting role.

In reference to 8.1.1 and 11, 'If a volunteer is going to be on site without any supervision they will need an enhanced volunteer check; if they are going to be in a regulated activity unsupervised ie toileting, feeding, dressing children they will need to have a volunteer enhanced with barring list check.

Please refer to KCiSE DBS Guidance for Schools August 2019

12. 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.

13. Linked policies

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

- 13.1 Child Protection Policy
- 13.2 Confidentiality Policy
- 13.3 Healthy and Safety Policy
- 13.4 Security Policy
- 13.5 Fire Safety Policy
- 13.6 Staff Code of Conduct

14. Policy Review: The policy will be reviewed in September 2020

Signed _____

Date _____

Chair of Local Governing Body

Approved:



Date:

Judith Tinsley
CEO

John Clark
Chair