

Viking Academy Trust



Visitors Procedure

The VIKING ACADEMY TRUST Visitor Policy' has been written using the latest advice from the DfE and in line with guidance from Keeping Children Safe in Education, 2022.

Approved by the Trust: Term 1 2022

Reviewed annually: Term 1

Last review date: Term 1 2022

Signed:

A handwritten signature in black ink, appearing to read 'A Roby', is written over a faint dotted line.

Chair of Trustees

VIKING ACADEMY TRUST

‘Empower children through education: One Childhood One Chance’

GENERAL POLICY STATEMENT

All staff, governors and Trustees make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff, governors and Trustees act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils

Schools in the Viking Academy Trust (VAT)

Chilton Primary School
Ramsgate Arts Primary School
Upton Junior School

This ‘Visitor Procedure’ is for all the aforementioned schools.

VISITOR POLICY AND PROCEDURE

The Viking Academy Trust assures all visitors a warm, friendly and professional welcome to each of our schools.

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 Governing Body and senior staff to ensure that this duty is always uncompromised.

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 **ALL VISITORS** (without exception) to comply with the following policy and procedures.

Aim

The aim of this policy is to safeguard all children while under the Trust’s responsibility both during school hours and out of school hours while on site. The aim is to ensure that all our pupils can learn and enjoy their time in schools in an environment where they are safe from harm.

Safeguarding Statement

To be read in conjunction with the individual schools’ safeguarding policies.

The health, safety and wellbeing of our children and staff is of the utmost importance to the school. The full co-operation and support of all staff is expected in implementing our Visitors Policy & procedure. If a member of staff is contacted by an outside agency or any individual requesting permission to visit

lessons, observe teaching, attend assembly etc., permission must be obtained from the Head of School before any agreement is made.

Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Head of School. They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation.

All volunteer helpers and any individual employed on a short-term basis to work with pupils must, like all staff and Governors, have a valid Disclosure Barring Service (DBS) check. Visitors, who are in school for a “one off” visit, perhaps to talk to a class, attend an assembly, observe a lesson or tour the school do not require a DBS check, but must be accompanied throughout the duration of the visit. We will ask to see a form of ID to confirm identify.

Staff from agencies including charities coming to school to work with children must have completed a DBS check. Where appropriate a ‘Letter of Assurance’ will remain on file. Where appropriate, staff from other agencies may be permitted to work alone with children; this would typically include Social Services and NHS staff. All badges MUST be seen while they are onsite.

Types of Visitors

There are several different types of legitimate visitors to our schools.

- Visitors who attend the school in connection with children and who have a professional role i.e., social workers, education psychologists, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches.
- Visitors who attend the school in connection with the building, groups or equipment i.e. builders, contractors
- Other visitors such as parents, volunteers, school governors/trustees

Visits should always be planned to ensure they run smoothly to consider the need to safeguarding children. Where appropriate, risk assessments will be undertaken.

Unknown/Uninvited Visitors to the Trust Schools

All visits should be planned in advance and added to the school diary. Without this happening, we cannot guarantee that we will receive visitors upon arrival to the school.

Any visitor to the school site not wearing an identity badge should be challenged politely to enquire who they are and their reasons for being on site.

Visitors on site will be escorted to reception to sign the visitors book and be issued with an identity badge.

If the visitor refuses to comply, they should be asked to leave the site immediately and the Head of School (or Senior Leader) will be informed immediately.

The Head of School will consider the situation and decide if it is necessary to inform the police.

If the 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.

Procedures for all Visitors

- Wherever possible, visits to schools should be pre-arranged. This allows the office teams to share information about visiting, our safeguarding obligations and to add our visitors to the visitor management system and calendar. It will also allow us to request ID and DBS information, if appropriate.
- All visitors must report to reception first and not enter the school via any other entrance, this includes third party contractors and staff entering the building.
- At reception, all visitors should explain the purpose of their visit and who has invited them. Visitors should be ready to produce formal identification.
- All visitors will be asked to sign our visitor management system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's safeguarding policy and protocols.
- If a visitor is part of a large group of visitors a separate register may be used.
- A visitors' badge should be worn and displayed prominently.
- Visitors should wait in reception until they are met by an appropriate member of staff to be escorted to their destination.
- Visitors will be given a safeguarding, health and safety information for visitors leaflet which will contain relevant information about how they can report concerns, health and safety information and key contacts while they are on site.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role, for example, a social worker seeing a child and the school has assured itself that the visitor has the appropriate DBS check (or the visitors' employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record which is maintained by the Viking HR team.
- If visitors find they are alone with pupils, they should report to a member of staff or reception.
- On departing the school, visitors should leave by reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.
- If a regular visitor to the school does not have DBS clearance, this will be referred to the Head of School or Viking HR team. If the visitor is allowed on to premises, it will be made clear to this individual that they must be always accompanied by a member of staff and they must not have unsupervised activity with students.

Approved Visitors List

The individual schools will hold an approved visitors list for visitors who frequently visit the school site to undertake work within the school. To qualify for this list, the visitor must have demonstrated prior to the visit:

- They have a current enhanced DBS check and a copy of this has been registered on the Single Central Record
- To understand our safeguarding procedures and complete our safeguarding training modules.
- Visitors on the Approved List must follow the same procedures on entry to the premises (i.e come into reception and receive an ID badge after signing in).

Contractors

For building or maintenance contractors, our CLO will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have a DBS. Contractors should sign in and be issued with a visitors' badge. The reception team will also ask the contractors for their formal ID. If the contractor is working in an area of the school where pupils are present, they will be accompanied by the caretaker.

All contractors will be given the opportunity to read the individual school's contract file. This file contains:

- **General information about the premises**
- **Site rules**
- **Site general risk assessment**
- **H&S policy**
- **Asbestos Survey**
- **General Risk Assessment for the Asbestos Management Plan**
- **Main Site Plan**

Delivery/Couriers

If appropriate, deliveries will be restricted to the main reception area. However, if deliveries are being made further into the school building, the delivery personnel involved, will have to sign in and follow the same procedures as Contractors. They will be escorted around the building.

New Staff

New Staff visiting for the first day of their new role will be given their badges upon arrival. New staff undergo a stringent safer recruitment process. New staff will be advised to show the reception team their DBS certificate for verification which will be shared with the Viking HR Team.

Trainee Teachers

As with other visitors who have been checked by an external organisation, the school will receive notification that appropriate checks have been made. If tutors of trainees do not have unsupervised contact with children, they will not require a DBS under the provisions made in the Keeping Children Safe in Education guidance. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

Governors/Trustees

Governors or Trustees should follow the same procedures as other visitors when coming in to school.

Ofsted

Our policy is to ask Ofsted staff for photographic ID on arrival and for their DBS details.

Raising awareness of visitor safety with children

Staff and pupils will be reminded on a regular basis that they should remain with a staff member and not wander off/leave an area which is not supervised by a member of staff.

Concerns related to a visitor

Staff and pupils will be reminded on a regular basis about who should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the LADO for advice.

Confidentiality

Sometimes visitors support the work of children in school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside of school.

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.

Linked Policies

- Safeguarding Policies
- Health and Safety Policy
- Fire Safety Policy
- Keeping Children Safe in Education

Safeguarding of children is everybody's responsibility
One childhood, One Chance

Appendix One: Keeping Children Safe in Education 2022

