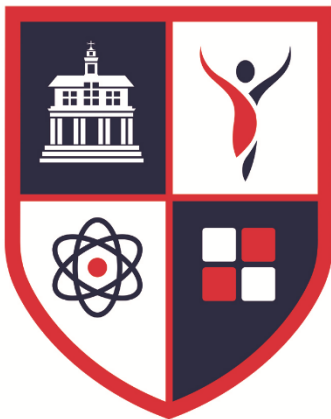




CHILDWALL
SPORTS &
SCIENCE ACADEMY

School Visitor Policy



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SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

School Visitor Policy

1) Policy Statement

The Academy Governance Committee assures all visitors a warm, friendly and professional welcome to Childwall Sports & Science Academy, whatever the purpose of their visit.

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

In performing this duty, the Academy Governance Committee 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 so to do may result in the visitor's escorted departure from the school site.

2) Policy Responsibility

The Business Manager is the member of staff responsible for implementation, coordination of this policy. Review will be carried out by the Finance & Resources Committee. This person will also be responsible for liaising with the school's security staff and designated safeguarding lead officer as appropriate. All breaches of this procedure must be reported to the Business Manager.

3) Aim

To safeguard all children under this 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 Childwall Sports & Science Academy can learn and enjoy their school career and 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 school 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 school is deemed to have control and responsibility for its students 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:

- i. All staff employed by the school
- ii. 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)
- iii. All governors of the school
- iv. All parents and volunteers
- v. All students
- vi. Other Education related personnel (County Advisors, Inspectors)
- vii. Building & Maintenance and all other independent contractors visiting the school premises
- viii. Independent contractors who may transport students on minibuses or in taxis

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Protocol and Procedures

6) Visitors to the School

All visitors to the school will be asked to bring confirmation of a current enhanced DBS along with photo ID with them at the time of their visit (unless they are named on the approved visitors list as set out in section 8). They must follow the procedure below.

- i. At times when the security gates are closed, 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.
- ii. Once on site, all visitors must report to reception first via the main entrance. No visitor is permitted to enter the school via any other entrance under any circumstances.
- iii. 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.
- iv. 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.
- v. All visitors will be asked to sign the schools screening document and agree to abide by the contents.
- vi. All visitors will be required to wear an identification badge- the badge must remain visible throughout their visit. They will be as detailed below:
 - a) Blue Lanyard – Member of staff
 - b) Green Lanyard- Visitor who has presented an enhanced DBS and photo I.D. visitor WILL NOT need to be escorted by a member of staff.
 - c) Red Lanyard – These are for visitors who could not present adequate documentation as laid out in (2) above and must be escorted by a member of staff at all times.
- vii. Visitors will be collected by their point of contact. 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.
- viii. The point of contact must ensure that visitors are aware of the evacuation procedure.
- ix. Personal evacuation plans must be put in place for visitors with disabilities as and when required.

7) Staff

- i. Must inform reception of any visitors to school.
- ii. Advise visitors to bring along current, clean enhanced DBS certificate and photographic ID.
- iii. Greet visitors at reception. If visitors issued with a red lanyard then the staff must escort the visitor at all times. They are not allowed to be left alone with any students. The member of staff will sign the screening document confirming this.
- iv. Ensure the visitor is escorted back to reception and signs out.
- v. Staff are to be vigilant and challenge any visitor who is walking around the school wearing a red lanyard or no lanyard unescorted and report this to the Business Manager.

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8) 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:

- i. They have a current (within 3 years) clear enhanced DBS check and a copy of this has been registered by the school.
- ii. Present photo ID from their company to confirm who they are.
- iii. Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book and complete a screening document). A file of the approved visitor list will be kept behind reception at all times.

9) Visitors Departure from School

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

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

10) 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 visitor's 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 and Business Manager (or Senior Leader if neither is available) should be informed promptly.

The Headteacher / Business Manager 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. If the visitor persists in an aggressive manner, then police assistance must be called.

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11) Volunteers

All volunteers must comply with Criminal Records Bureau procedures, completing an enhanced DBS disclosure form (if not already held) via the school office. This will be chargeable to the volunteer.

The school must check all volunteers' DBS certification is current (i.e. less than 3 years old), complete an application form and be interviewed by the Headteacher.

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

12) Governors

Governors will be issued with biometric access and must sign in and out each time they enter and leave the school.

Lydiate Learning Trust requires all Governors to have a current DBS check.

13) Staff Development

As part of their induction, new staff will be made aware of this policy for External Visitors and asked to ensure compliance with its procedures at all times.

14) Linked Policies

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

- i. Safeguarding
- ii. Health and Safety Policy
- iii. Fire Safety Policy

15) Policy Review

The policy will be reviewed annually.

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