



ST. MARY'S
ACADEMY TRUST

St. Mary's Academy Trust

Visitors Policy

Date agreed by Committee: 21st September 2023

Date to be reviewed by: 21st September 2025

1. Introduction

- 1.1 This document intends to give informative advice to all who visit the schools of St Mary's Academy Trust. Conforming to safeguarding guidelines, this document conveys a clear procedure for the admittance of visitors to the school site which is understood by each staff member, parent, and visitors. Awareness of the procedure **MUST** be shared by Headteachers on various occasions including Induction, and through different means.
- 1.2 The school is responsible for ensuring the security, wellbeing and safeguarding of our children at all times, and is equally responsible for the wellbeing of the whole school community.

2. Protocol

2.1 Agency and Supply Staff

- 2.1.1 School **MUST** obtain written notification from any agency, or third-party organisation that they have carried out the same checks as the school would otherwise perform on any individual who would be employed there. In respect of the enhanced DBS check, school **MUST** ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.
- 2.1.2 Where the agency has obtained an enhanced DBS certificate before the person is due to begin work at the school, which has disclosed any matter or information, or any information was provided to the employment business, the school **MUST** obtain a copy of the certificate from the agency.
- 2.1.3 Where the position requires a children's barred list check, this **MUST** be obtained by the agency or third-party by obtaining an enhanced DBS certificate with children's barred list information, prior to appointing the individual.
- 2.1.4 The school should check that the person presenting themselves for work is the same person on whom the checks have been made and so photographic evidence is required.

2.2 Contractors

- 2.2.1 School should ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check.
- 2.2.2 Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

- 2.2.3 For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required.
- 2.2.4 In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, school should decide on whether a basic DBS disclosure would be appropriate.
- 2.2.5 Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. School is responsible for determining the appropriate level of supervision depending on the circumstances.
- 2.2.6 If an individual working at a school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- 2.2.7 The schools should always check the identity of contractors on arrival at the school.

2.3 Trainee/Student Teachers

- 2.3.1 Where applicants for initial teacher training are salaried by the school, the school must ensure that all necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children, an enhanced DBS check (including children's barred list information) **MUST** be obtained.
- 2.3.2 Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

2.4 Parents and Carers

- 2.4.1 Parents or carers collecting or delivering a pupil to school either early to go to an appointment, or late, following an appointment, will need to meet, or leave the child at the main reception of the school and sign the pupil in or out.
- 2.4.2 Parents or carers that have a pre-arranged meeting with school staff and other professionals, or parents or carers that arrive at school requesting to meet with a member of staff must abide by the procedures listed below.
 - Parents and carers **MUST** sign in and collect a visitor badge at the main reception prior to entering the school premises. When leaving school, parents and carers **MUST** sign out and return the badge to reception.

- Parents and carers **MUST NOT** walk through the building without a badge or enter classes during lesson time without prior arrangement.

2.5 **Unknown/Uninvited Visitors**

- 2.5.1 Visitors to school who do not wear identification should be challenged politely; enquiring who they are and the reason for being on the school site. Dependent on the outcome of this, other procedures will then apply.
- 2.5.2 If the visitor refuses to comply or becomes abusive or aggressive, they should be asked to leave immediately and SLT should be informed. The SLT member will consider the situation and decide if it is necessary to inform the police.

3. **Approved Visitors List**

- 3.1 The school should hold and review often an approved list for visitors who frequently or intensively visit school to carry out work (including contractors and supply staff). To qualify for this, the visitor must have demonstrated the following prior to the visit:
 - They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record.
 - A current clear DBS children's barred check has been undertaken for those undertaking unsupervised regulated activity.
 - The company has completed and submitted to the school a copy of their safeguarding statement. Visitors on the approved list **MUST** follow the same procedures on entry and departure to the premises as in point 4.
 - A copy of the approved visitor list will be kept behind reception at all times.
- 3.2 Frequently is defined as once a week or more often, and intensively is defined as four or more times in a month or overnight.

4. **Procedures**

- 4.1 Visitors to the school should follow the procedures below:
 - All visitors must report to the reception. No visitor is permitted to enter school via any other entrance under any circumstance.
 - At reception, all visitors must state why they are visiting and who has invited them. They should be ready to produce formal or official identification. The official identification will validate that the visitor's DBS check sufficiency.
 - All visitors must sign in and wear an identification badge. This **MUST** remain visible throughout their visit.
 - Visitors should 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.

- When leaving, all visitors should return to reception accompanied by a staff member and sign out. Visitors can then remove their identification badge.

4.2 In the event of a children's show for instance, at Christmas, ticket systems **MUST** be implemented. The tickets must be shown to a staff member by visitors on entrance and issued in line with fire regulations.

5. Raising Awareness of Safety

5.1 The Headteacher should regularly remind staff and pupils that visitors should remain with a staff member, i.e., not be left unattended.

5.2 If staff have safety concerns, or an allegation is made about a visitor posing a risk of harm to children, then this should be referred to the Headteacher immediately. The Headteacher will follow the appropriate procedures.

5.3 This policy should be read in conjunction with other related school policies, including the Health and Safety policy, and the Safeguarding policy.

6. Pandemics

6.1 In the event of a pandemic, the Headteacher **MUST** communicate any processes in place before the visitor arrives at school.

7. Confidentiality

7.1 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 school. They must be informed of this at the time of the visit.

8. Data Impact Assessment

8.1 At all stages of this procedure data obtained will be used only for the purpose for which it is intended and will be stored securely with restricted access to those involved in the process. Following the process data will be stored on the electronic personal file for the duration of the employees' employment with the Trust and for 6 years thereafter. The data will be destroyed at this time using a confidential shredding service.

9. Equality Impact Assessment

9.1 This policy has been Equality impact assessed by a Board Representative. If on reading this policy you feel there are any equality and diversity issues, please contact HR.