



All Saints National Academy

VISITORS POLICY

Policy Review

This policy will be reviewed in full by the AIB on an annual basis.

The policy was last reviewed and agreed by the AIB on 23/10/23

It is due for review on 23/10/24 (up to 12 months from the above date).

Signature

Date

Principal

Signature

Date

Chair of AIB

1. POLICY INTRODUCTION

At All Saints National Academy we endeavour to help everyone achieve their potential. By listening to each other, thinking about what we do, checking our outcomes and always striving to improve we will ensure that everyone can be safe, happy and successful.

2. POLICY STATEMENT

The Local Academy Committee assures all visitors a warm, friendly and professional welcome to All Saints National 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 Local Academy Committee and senior leadership team to ensure that this duty is uncompromised at all times. In performing this duty, the Local Academy Committee 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 procedures. Failure so to do may result in the visitor's escorted departure from the academy site.

3. POLICY RESPONSIBILITY

The Business Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the administration staff and Designated and or Deputy Designated Safeguarding officers as appropriate. All breaches of this procedure must be reported to the Business Manager.

4. POLICY AIM

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

5. POLICY PROTOCOL AND PROCEDURES

Visitors to the Academy

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.

- All visitors must gain entrance to the academy via the main reception situated on Bloxwich High Street. They require to press the call button to gain access to site, explaining who they are and the purpose of their visit.
- 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.
- 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.
- All visitors will be asked to sign in via the academy visitor entry system which is located in the main reception area.
- They will need to state who they are, from which company and who they are visiting.
- A photograph will be taken and this will be provided along with a visitor lanyard which is required to be visible and 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 are registered on the Approved Visitor List

Approved Visitor List

The academy will hold an approved visitor list for visitors who frequently visit the academy site to undertake work within the academy (including contractors and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the academy Single Central Record (a current DBS is defined as no more than 3 years old) AND
- b) They have the written authorisation of the Principal or Business Manager to travel around the academy site unaided.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in via the visitors system).

Visitors Departure from the Academy

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

- Enter their departure time in the Visitors online system alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the staff car park if parked in that area (ensuring the visitor does not re-enter the academy site, potentially breaching security).

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 in via the visitors system 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 Principal and Business Manager (or Senior Leader if neither is available) should be informed promptly. The Principal/ 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 academy grounds, police assistance will be called for.

Local Academy Committee Members and Volunteers

All LAC members and volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form (if not already held) via the academy office. The academy must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the Visitors Book. New LAC members will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal, Chair of LAC or Clerk to Governors. New volunteers will be asked to comply with this policy by staff they first report to when coming into the academy for an activity or class supporting role.

6. 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.

7. LINKED POLICIES

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

- Child Protection and Safeguarding Policy
- Healthy and Safety Policy