



ORMISTON
SIX VILLAGES
ACADEMY



Visitors Policy

Approved by the Principal: April 2017
Date of next review: April 2018

Visitors' policy

Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	
Date approved by committee	
Date ratified by LGB (if required)	
Description of changes from the model policy (if any)	1.

Ormiston Academies Trust

Visitors' policy

Policy Version Control

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Contents

1. Policy statement and principles	5
1.1 Policy aims and principles.....	5
1.2 Complaints.....	6
1.3 Monitoring and review.....	6
2. Roles and responsibilities.....	7
2.1 Key personnel	7
3. Academy visitor procedures.....	8
3.1 Visitors invited to the academy	8
3.2 Visitors' departure from academy.....	9
3.3 Approved visitor list.....	9
3.4 Specific rules for certain types of visitors	9
3.5 Unknown / uninvited visitors to the academy	11
3.6 Emergency procedures for visitors.....	12

I. Policy statement and principles

I.1 Policy aims and principles

The academy assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The academy has a legal duty of 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 to ensure that this duty is uncompromised at all times.

In performing this duty, the academy 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 this policy and academy procedures. Failure to do so may result in the visitor's escorted departure from the academy site.

The academy will ensure that there is a clear protocol and procedure for the admittance of external visitors to the academy which is understood by all staff, IEB Members, visitors and parents and conforms to child protection and safeguarding guidelines.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the academy and that visitors themselves can benefit from contact with students and staff. The purpose of this policy is to help our academy use visitors from the wider community to provide relevant and high quality services directly to students or in support of students, appropriately and safely.

This policy is consistent with all other policies adopted by the academy and is written in line with current legislation and guidance.

Policy responsibility

The Finance & Business Director is the member of staff responsible for implementation and coordination of this policy. This person will also be responsible for liaising with the site and / or reception staff as well as the Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Finance & Business Director.

Where and to whom the policy applies

The academy is deemed to have control and responsibility for its students anywhere on the academy site (i.e. within the academy boundary fence), during normal academy hours. The academy also have responsibility for the welfare of students during extracurricular activities that are academy organised on or off site.

This policy applies to:

- All staff employed by the academy.
- All external visitors entering the academy site during the academy day or for extracurricular activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists).
- All IEB member of the academy.
- All parents and volunteers.
- All students.
- Other education related personnel (advisors and inspectors).
- Building, maintenance and independent contractors visiting the academy premises.
- Independent contractors who may transport students on minibuses or in taxis.

PREVENT STRATEGY

The Prevent Strategy identifies that young people are more likely to be vulnerable to violent extremist or terrorist narratives. Our Academy has a duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Our aim is that our Academy is a safe place for pupils to understand and discuss sensitive topics, including terrorism and extremist ideas that are part of the terrorist ideology and learn how to challenge these ideas.

1.2 Complaints

All complaints are dealt with under the academy **Complaints Policy**, which can be found on the academy's website.

Complaints should be made in writing and will follow the Academy complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated as set out in the academy complaint policy.

1.3 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Finance & Business Director in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Roles and responsibilities

2.1 Key personnel

Designated Safeguarding Lead		Mr R Noye
Contact Details	Email	rne@ormistonsixvillages.org.uk
	Telephone	01243 546809
Finance & Business Director		Miss L White
Contact Details	Email	lwe@ormistonsixvillages.org.uk
	Telephone	01243 546803
Premises Manager		Mr M Bull
Contact Details	Email	mbl@ormistonsixvillages.org.uk
	Telephone	01243 546813

3. Academy visitor procedures

Visitors are welcome to Ormiston Six Villages Academy. They make a contribution to the life and work of the academy in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the academy's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The academy is equally responsible to the whole academy community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children under this academy's responsibility both during academy time and in extra-curricular activities which are arranged by the academy. The ultimate aim is to ensure the pupils can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Visitors' services or activities must have a clear educational purpose, add value and relevance to student learning, complement the whole academy program, and be undertaken in accordance with this policy.

The academy will ensure that all required procedures must be adhered to / completed and all relevant forms and agreements must be in place before a visitor's activity or program commences. This will allow visits to be of the greatest benefit to the academy, its students and visitors whilst maintaining the academy's child protection and safeguarding practices. All visitors to the academy must have had the relevant security checks (DBS) as advised by the local authority.

These procedures apply to all types of visitors including those on the approved visitor list, IEB members and other volunteers.

The academy welcomes feedback from visitors either orally or written.

3.1 Visitors invited to the academy

Any visitor to the academy may be asked to bring formal identification with them at the time of their visit. All visitors must follow the procedure below.

- Once on site, all visitors must report to the main entrance reception before moving about the academy site. 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 the visitors record book which is kept in reception at all times. This record includes:
 - Visitors name
 - Organisation (if relevant)
 - Who they are visiting
 - Time of arrival
 - Car registration (if the visitor is parked on site)
 - Visitor badge number
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. Some visitors may also be required to wear any official identification i.e. Ofsted inspectors ID etc.
- Visitors must be given information about fire safety evacuation and child protection procedures and should read these prior to going into the academy. All visitors working with students must be made aware of the academy's confidentiality policy.
- Visitors must comply with the academy code of conduct and all other policies
- Visitors are advised that the academy is a non-smoking area and smoking is not permitted anywhere within academy grounds.

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.

3.2 Visitors' departure from academy

On departing the academy, visitors must leave via reception. The visitor must:

- Enter their departure time in the visitors record book alongside their arrival entry
- Return the identification badge to reception

A staff member should escort the visitor to the reception / exit to ensure that the visitor does not re-enter the academy site, (potentially breaching security). This is also necessary for the purposes of a fire drill / emergency.

3.3 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:

- They have a current clear DBS check and a copy of this has been registered on the academy's central record – the type of DBS check required will depend on the nature of the visit and in accordance with the academy's general procedures for DBS checks
- The academy has a copy of the visitors photo ID
- Confirmation that the visitor is employed by the company for which services will be provided from (if applicable) i.e. employee ID or confirmation on the name of the individual who will be on the academy site

Visitors on the approved list must follow the same procedures on entry and departure to the premises (i.e. come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept behind reception at all times.

3.4 Specific rules for certain types of visitors

Contractors

Insurance details of contractors must be checked prior to working within the academy – contractors from the local authorities list and Ormiston Trusted Traders (OTT) have the necessary insurance cover to work in the academy.

The principal / member of the senior leadership team (SLT) must liaise with any contractor with regard to health and safety issues, for example, where the maintenance / works might affect students' normal use of the academy facilities. The principal / SLT member will inform the contractor where students will be working, walking etc. and when (if relevant).

IEB

All members of the IEB, with the exception of the principal and staff governors, will have a DBS check as per the **OAT DBS policy**.

With regards to the principal and staff governors, their DBS checks will be conducted in line with the academy procedures for staff DBS checks.

IEB members should wear an ID badge at all times.

Members of the IEB should sign in and out using the academy signing in system.

New IEB members will be made aware of the policy and familiar with its procedures as part of their induction.

All IEB member's formal visits should have a clear focus and should, in some way, increase the knowledge and understanding of academy policies and processes. Visits should be arranged with a staff member in advance to make the most out of the time in the academy.

Following a visit from a member of the IEB, the IEB member must complete a visit form and submit this to the clerk to the IEB as a record of the visit and detailing any actions that are identified. This will be presented at the next IEB meeting.

Visitors working with students

Teachers or other staff members arranging visitors to the academy for educational purposes should collate all the above required information and pass this on to the academy office for the principal's authorisation.

Visitors to classes for specific purposes of contribution to topics are to be encouraged and welcomed. In arranging such visits, teachers should consult with the principal prior to finalising arrangements, the principal must grant permission of any visitor who will be working with students or within the classroom before the activity can commence. Teachers should try to ensure that the visit causes minimum class and academy disruption.

A visitor's contribution must enhance the overall education experience for the students. It must add a dimension, which the teacher alone cannot provide.

Whilst visitors can bring a wealth of skills and expertise to the academy setting, it should be recognised that they may have no formal training in classroom management and teaching and learning strategies therefore visitors should not be left alone to work with students. The teacher and visitors need to share the experience in order to provide appropriate planning, deal with any issues that arise during the session(s) and as a result of the session(s).

The teacher must provide the visitor with any necessary information prior to the visit to ensure that the session(s) is as valuable for the students as possible and to make sure that the purpose of the visit remains focused. This may include, but not limited to, informing the visitor of the lesson plan, students previous knowledge or experience on the subject, the age, number of students and the aims / objectives of the visit.

Visitors need to provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials.

Invited external agencies and speakers

At Ormiston Six Villages Academy we encourage the use of external agencies or speakers to enrich the experiences of our students; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the academy's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the academy curriculum so we need to ensure that this work is of benefit to our students.

Our academy will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

Any messages communicated to students support fundamental British Values and our academy values.

Any messages communicated to students are consistent with the ethos of the academy and do not marginalise any communities, groups or individuals

Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies

Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.

Activities are matched to the needs of students

We recognise, however, that the ethos of our academy is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

When working in a classroom situation, visitors are bound by relevant academy policies. Visitors should be made aware of any that will affect them. Privacy should be protected and inappropriate personal disclosures should be discouraged, by negotiating ground rules and using distancing techniques. The academy's procedures for DBS checks must be followed and if one is required then this must be provided to the academy at least 48 hours before the visitor is expected on site.

The suitability of all visitors invited into the academy to work with the children will be assessed before their visit and any presentation and/or written materials vetted and assessed to ensure they are suitable for the audience intended. Following this a decision will be made whether to adapt the materials being presented, or to not proceed with the visiting speaker

3.5 Unknown / uninvited visitors to the academy

Individuals who would like to visit Ormiston Six Villages Academy but are not in contact with a member of staff regarding this, should arrange their visit through the academy reception, who can be contacted 01243 546800.

The reception 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

Visitors who arrive at the academy without a prior appointment may be permitted to meet with the Principal/other staff members where these members of the academy staff are happy to do so. The visitor must not be allowed into the academy without the supervision of a teacher a member of reception staff or a member of the senior leadership team.

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.

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 site. All staff members have the responsibility to ensure that this policy is adhered to by all visitors.

Unidentified visitors should be asked to make their visitors badge / official ID visible. If they do not have one they should be escorted to reception to sign the visitors' book and be issued with an identity badge, once the visitors appointment and purpose of visit has been confirmed by the appropriate member of staff, the visitor entry procedures will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the principal or a member of the SLT should be informed promptly. The principal / SLT member 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.

CCTV is in operation throughout the academy premises. This is an aid in preventing uninvited people into the academy both within and outside the normal operating hours.

3.6 Emergency procedures for visitors

In the event of an emergency, that requires the building to be evacuated, assemble at the designated place which is displayed around the academy site. A staff member will bring visitor's book to check all visitors are safely evacuated.

Exceptions

Parents/caregivers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' academy activities are exempt from the visiting procedures outlined above.

Anyone attending academy events should keep to the areas of the academy grounds where the events are taking place (for example the sports field, hall etc.).