



SPARKEN HILL
ACADEMY

Visitor Policy

Reception Copy

Adopted: May 2015

Reviewed: Sept 2020 * INCL CORONOVIRUS
CONTROL MEASURES

Next review: June 2027

Aim

To safeguard all the children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure Sparken Hill Academy children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

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 Safeguarding guidelines as set by the DfE (see www.teachernet.gov.uk)

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching staff employed by the school
- 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)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education / professional personnel (County Advisors, Inspectors, social workers)
- Building & Maintenance Contractors

External Visitors

Staff are required to be familiar with the school's Safeguarding Policy (accessible via school website and in Reception) in relation to: preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited to the school by a member of staff, with the exception of sports coaches/specialists who are subject to the guidelines detailed in the physical education and activity policies.

Protocol and Procedures

Visitors Invited to the School

When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- Generally, most visitors attending site will need to call the office from automatic gates situated around the periphery of the site.
- All visitors must report to reception first - do not enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. Formal identification will be requested for irregular visitors.
- All visitors will be asked to sign into the Inventory Electronic system located in Reception
- All visitors will be required to wear an identification badge and (particularly if working with pupils) will be required to watch the school safeguarding video and be shown the school fire muster points
- 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.

On departing the school, visitors should leave via reception and sign out of Inventory. Visitors must ensure they return their visitors lanyards to the receptionist.

Unknown/Uninvited Visitors to the School

- a) Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site
- b) They will then be escorted to reception to sign in via Inventory and be issued with an identity badge. The procedures for invited visitors then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal or Assistant Principals should be informed promptly.
- d) The Principal / Assistant Principals will consider the situation and decide if it is necessary to inform the police.
- e) 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.

Specific Guidance

STAFF

All staff members at Sparken Hill Academy are CRB or DBS checked. Staff will be allocated a black "STAFF" Lanyard. They are expected to wear this at all times.

For fire safety purposes, staff should sign out using the Inventory System if leaving the building during the day.

Staff who, for whatever reason, also attend in a volunteer or student capacity will need to wear a GREEN VOLUNTEER LANYARD in order to be recognised as such. This should be handed back to reception at the end of the volunteer / student period or at the start of designated employed hours.

STUDENTS

School will ensure that all students from Higher Education Facilities are DBS checked. They should sign in at reception.

Students will be allocated a black "STUDENT" Lanyard. They are expected to wear this at all times.

For fire safety purposes, students should sign out using Inventory if leaving the building during the day.

VOLUNTEERS

(Please see Volunteer Policy for specific detailed guidance)

All regular volunteers in school (Parent helpers, Volunteer Readers) are DBS checked and recorded on our SCR.

Volunteers in school wear a GREEN LANYARD and are issued an access card for the times they visit and for the areas they work in.

GOVERNORS

Governors are welcome in school. However, if they wish to visit, this should be agreed in advance with the Principal in order that arrangements can be made.

Governors attending school for agreed monitoring activities should report to main reception.

They will be questioned as to the reason they are attending and asked to sign in via Inventory.

The governor visit record will be completed.

A lanyard will be allocated complete with a visitors slip. As all governors are DBS checked, green lanyards will be allocated.

It is an expectation that Governors should remain in the areas which reflect the purpose of their agreed visit. Governors not in designated areas will be challenged by staff and escorted back to main reception.

Upon completion of the visit, lanyards should be returned to reception and governors should sign out.

Governors in a volunteer capacity: Governors who, for whatever reason, also attend in a volunteer or student capacity will need to wear a GREEN VOLUNTEER LANYARD in order to be recognised as such. This should be handed back to reception at the end of the volunteer / student period. Being a governor does not entitle free access to school.

PROFESSIONALS

These could include Social Workers, School Health Professionals, Counsellors, Surestart professionals, and Supply Teachers.

These sign in on Inventory and obtain their specific ID / access badge (as applicable).

Photo ID is requested for all professionals visiting the Academy and a GREEN VISITOR LANYARD is allocated. Should photo ID not be produced, an appropriate coloured Lanyard will be issued at the discretion of the Principal (e.g. regular professional visitors *known* to the school may be issued a Green Lanyard).

PARENTS GENERAL

We accept that from time to time, parents will be invited into school (e.g. Parents Evening). Every attempt will be taken to restrict movement of parents to designated areas related to their purpose for visiting. Because of sheer numbers, lanyards will not be allocated at Parents Evenings or School performances.

PARENT / OTHER COURSES

Parents or visitors attending school organised courses should report to main reception.

They will be questioned as to the reason they are attending and asked to sign in.

A lanyard will be allocated complete with a visitors slip. This will be colour coded RED – NOT CRB/DBS checked / GREEN – CRB/DBS cleared.

They will await in reception to be escorted by the course leader.

All visitors will be asked to remain in the designated area allocated for their training.

Toilets: Should parents on courses require WC, they will be asked to report to the reception. NO OTHER TOILETS WILL BE PERMISSABLE TO NON-STAFF MEMBERS.

Failure to comply with these procedures will result in parents being asked to leave site.

Parents who are also Governors are asked to adhere to the procedures agreed when undertaking courses. Governors are not entitled to enhanced access to whole school if the main purpose of the visit is to undertake training.

Parents not in designated areas should be challenged by staff and escorted back to main reception.

SMOKING IS NOT ALLOWED ON THE ENTIRE SCHOOL SITE. Visitors wishing to smoke should leave the site periphery gate on Netherton Road or Sparken Hill.

Dissemination

This policy is publicised to all in the school community through:

- School Website
- A copy of the policy will be on display in the main reception.

Contractors

Regular contractors (Jasmine IT, PHS, Grounds Maintenance) who work on site during school hours are DBS checked, are recorded on our SCR and wear a green lanyard*

All other contractors are encouraged wherever possible to attend site out of school hours. If this is not possible, they are supervised at all times and wear a RED LANYARD.

*where this does not contravene H&S / Risk Assessments.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.