

THE PAINSLY CATHOLIC ACADEMY



The Painsley Catholic Academy
Better Together

Visitor Policy
September 2018

St. Patrick's Catholic Primary School

Policy Statement

The Board of Directors assures all visitors a warm, friendly and professional welcome to each of the fifteen schools across The Painsley Catholic 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 Board of Directors, Local Governing Board and The Senior Leadership Teams within each school to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Directors 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 to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's site staff and Designated Safeguarding Lead as appropriate.

All breaches of this procedure must be reported to the Headteacher.

Aim

To safeguard all children under the Academy's responsibility both during school hours and during out-of-school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils across The Painsley Catholic Academy 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 each of the schools across the multi-academy which is understood by all staff, directors, LGB members, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils 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:

- * All 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 subject related visitors).
- * All Directors/Governors of the school
- * All parents and volunteers
- * All pupils
- * Other Education related personnel (County Advisors, Inspectors)
- * Building & Maintenance and all other Independent contractors visiting the school premises
- * Independent contractors who may transport pupils on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school 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 should enter the school via the main entrance (off Martson Road).
- * Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- * They must explain who they are, who they are visiting and the purpose of their visit.
- * They should be ready to produce formal identification upon request.
- * All visitors will be asked to sign in using the visitor's book, including whom they are visiting and their vehicle registration number.
- * All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- * 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 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:

a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old) AND

b) They have the written authorisation of the Headteacher to travel around the school site unaided.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign the visitor's book).

Visitors: Departure from School

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

- * Sign out on the visitor's book.
- * 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).

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 in using the visitor's book. 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 or member of the Senior Leadership Team (if the Headteacher is unavailable) should be informed promptly.

The Headteacher 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.

Directors/Governors and Volunteers

All parent helpers must comply with Enhanced DBS procedures, completing an electronic enhanced DBS disclosure form.

Please note that Directors/Governors should sign in and out using the visitor book.

New Directors/Governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Directors/LGB or Company Secretary.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

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.

Linked policies

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

- . Child Protection Policy
- . Healthy and Safety Policy
- . Security Policy
- . Fire Safety Policy

Policy Review

The policy will be reviewed in December 2020

Signed _____ Date _____