



Three
Spires
TRUST

'Life in all its fullness'

Visitor Policy

Policy Owner	Director of Safeguarding & SEND
Approval by	Trust Board
Date approved	
Review date	August 2022

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Statement of intent

This policy is designed to outline Three Spires Trust's procedures regarding visitors to the grounds of any academy within the Trust.

This policy will enable our academies to:

- Safeguard and protect the welfare of child or young persons and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.



1. Legal framework

- 1.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:
 - Health and Safety at Work etc. Act 1974
 - DfE (2021) 'Keeping children safe in education'
 - Childcare Act 2006
 - Education Act 1996
- 1.2. This policy operates in conjunction with the following academy policies:
 - Safeguarding Policy
 - Health and Safety Policy
 - DBS Policy
 - Health and Safety Policy
 - First Aid Policy
- 1.3. The DSL is responsible for ensuring visitors receive copies of and understand the following academy policies:
 - Social Media Policy
 - Personal Electronic Devices Policy
 - Staff and Volunteer Confidentiality Policy

2. Authorisation

- 2.1. Individuals who would like to visit the academy, but are not in contact with a member of staff regarding this, will arrange their visit through the academy office:

St Peter's Colleagiate Academy, Wolverhampton	01902 558600
St Thomas' Church of England Primary Academy, Kidsgrove	01782 787099
The King's Church of England Academy, Kidsgrove	01782 783281

- 2.2. The office 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.
- 2.3. The academy office will be contacted about a proposed visitation in advance, ideally at least two weeks in advance. The academy office will pass all details on to the Principal or the DSL for a final sign-off before getting back to the visitors and confirming the details of their visit.
- 2.4. Teachers, or other staff members, arranging visitors to the academy for educational purposes will collate all the above required information and pass this on to the academy office for the Principal's or the DSL's authorisation.

- 2.5. 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 will not be allowed into the academy without the supervision of a teacher, member of academy office staff or member of the SLT.
- 2.6. Parents are discouraged from visiting the academy during academy hours unless for a academy event or emergency. Where a parent arrives at the academy, they will follow the visiting procedures outlined in section 4.

3. Safeguarding

- 3.1. The academy is committed to promoting the safety of all child or young persons, and may require visitors to undertake a DBS check depending on the purpose of their visit.
- 3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
 - Regular teaching, training, instructing, caring for or supervising child or young persons if the individual is unsupervised.
 - Regularly providing advice or guidance on physical, emotional or educational wellbeing.
 - Regularly driving a vehicle only for children.
 - Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
 - All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
 - All health care for children provided by, or under the direction or supervision of, a regulated health care professional.
- 3.3. DBS checks will be undertaken in accordance with the DBS Policy.
- 3.4. The DSL and Principal will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- 3.5. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with child or young persons.
- 3.6. The academy will manage the risk of potential harm to child or young persons by taking steps to segregate child or young persons from visitors.

4. Visiting procedures

- 4.1. All visitors to the academy, including parents, will comply with the following procedure:
 - Immediately report to the academy reception area on arrival
 - Provide their details to the academy staff, including:
 - Name
 - Purpose of visit
 - Name of the child or young person the visit pertains to / staff member who arranged the visit

- Expected length of visit
 - Sign-in using the online system
 - Display own organisation's ID badges provided at all times while on academy property (unless a parent)
 - Wear a visitors badge at all times while on academy property
 - Sign-out using the online system upon departure
 - Return ID badges to the academy office before departure
- 4.2. Visitors will be made aware of relevant academy policies, including those in relation to health and safety, reporting a concern and emergency procedures.
 - 4.3. Visitors will be advised that our academy is a non-smoking area and smoking is not permitted anywhere within academy grounds.
 - 4.4. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the academy has in place.

5. Exceptions

- 5.1. Visitors attending scheduled open days, sports events or other 'by-invitation' academy activities will be exempt from the visiting procedures outlined in section 4.
- 5.2. Anyone attending academy events will keep to the areas of the academy grounds where the events are taking place (e.g. the sports field, academy hall).

6. Unidentified individuals

- 6.1. It is the responsibility of all staff members to politely question any individual who enters the academy premises unaccompanied and/or without a clearly displayed name badge.
- 6.2. Any such visitors will be directed to the academy office where they can sign-in.
- 6.3. If a visitor cannot be identified, the Principal will be informed immediately.
- 6.4. If a visitor refuses to report to the academy office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Visitor conduct

- 7.1. Visitors to the academy will be required to act in accordance with the academy's Code of Conduct or Parent Code of Conduct and other relevant academy policies at all times.
- 7.2. The academy reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, child or young persons, governors, parents or other visitors.
- 7.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on academy premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

- 7.4. In the event of persistent occurrence of unacceptable behaviour on the academy site, the academy has the right to request a banning order for the individual in question.

8. Monitoring and review

- 8.1. This policy will be monitored and reviewed on an annual basis by the Director of Safeguarding and SEND.
- 8.2. The next scheduled review date for this policy is August 2022.
- 8.3. Amendments to the policy will be communicated to all relevant stakeholders.

Visitor Self-declaration Form



'Life in all its fullness'

At Three Spires Trust, we feel it is important that all visitors to our academies understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the academy's reception prior to entering the academy site, agreeing to follow our academy procedures put in place to keep themselves, our child or young persons and staff safe.

Please note: if you do not agree to the academy's procedures, you are not permitted to enter the academy site. Visits may need to be rearranged in this case.

Declaration

I agree to:

- Follow the academy's safeguarding procedures
- Follow the academy's conduct procedures
- Follow the academy's procedures regarding confidentiality
- Follow the academy's visiting procedures
- To follow the academy's coronavirus (COVID-19) procedures

Name:	
Contact number:	
Company (if applicable):	
Reason for visit:	
Signed:	
Date:	