Ormiston Academies Trust

George Salter Academy

Visitors' policy

Policy version control

Policy type	Strongly recommended
Author	Nikki Cameron
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Description of changes	Substantially rewritten – treat as new
Links to	▪ Health and Safety at Work Act 1974 ▪ The Counter Terrorism and Security Act 2015 ▪ Data Protection Act (GDPR) 2018 ▪ The Children Act 2004 ▪ The Equalities Act 2010 ▪ Keeping Children Safe in Education ▪ Working Together to Safeguard Children ▪ Safeguarding and Child Protection Policy ▪ Safer Recruitment Policy ▪ Health and Safety Policy ▪ Complaints Policy ▪ Whistleblowing Policy ▪ Teaching and Learning Policy ▪ Equalities and Diversity policy ▪ Accessibility Plan ▪ Emergency Evacuation and Lockdown Policy

Contents

1.Policy statement and principles

1.1. Policy aims and principles:

1.1.1. The aim of this policy is to have in place clear protocols and procedures for the admittance of external visitors to the school which:

- are understood by all staff, governors, visitors and parents/carers
- prevents unsuitable people from working with or accessing children and young people in the school setting.
- conforms to all current legislation and statutory guidance

1.1.2. The academy has control of, and responsibility for, its' students anywhere on the academy site (i.e. within the academy boundary fence/secure line), during normal academy hours. It also has responsibility for the welfare of students during extracurricular activities which it has organised on and/or off site.

1.1.3. We will also comply with other legislative requirements, such as the Prevent duty and report concerns to appropriate bodies, local and nationally.

1.1.4. We will make reasonable adjustments to ensure equality of accessibility is optimised both for staff, pupil/students and visitors.

1.1.5. We welcome visitors who support our vision of Defying Disadvantage and our values of Ambition, Belief and Courage.

1.2. Who does this policy apply to?

1.2.1. This policy applies to everyone who works on, or visits our site, uses our site for external lettings reasons, or who works, at our request, off site with our pupils/students, for example:

1.2.1.1. All staff employed by the academy.

1.2.1.2. 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).

1.2.1.3. All governors of the academy.

1.2.1.4. All parents/carers and volunteers.

1.2.1.5. All students.

1.2.1.6. Other education related personnel (advisors and inspectors).

1.2.1.7. Building, maintenance and independent contractors visiting the academy premises.

1.2.1.8. Independent contractors who may transport students, for example, school transport services, minibuses or in taxis.

1.2.1.9. Any other visitor or staff not covered in the above

1.3. Legal Context

1.3.1. We have used current legislation, advice and guidance in writing this policy.

1.3.2. The academy has a legal duty of care for the health, safety, security and wellbeing of all pupils/students and staff and expects all visitors to actively support, not only the policy requirements, but also to behave in accordance with the spirit of the policy.

1.3.3 The processing of personal data associated with visit will be processed to meet UK GDPR requirements as prescribed in OAT Records Retention Policy and OAT Freedom of Information and Data Protection Policy.

1.4. Who is responsible for this policy?

1.4.1. The DSL is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and / or reception staff as well as the Designated Safeguarding Lead, as appropriate.

1.5. Reporting Concerns

1.5.1. All breaches of this procedure must be reported to Mrs Payton as quickly as possible and certainly within one working day, using either our electronic reporting system CPOMs or via email to safeguarding@georgesalter.com. In the event that neither of these options are available to you then you should contact the person who has arranged your visit.

1.5.2. Any concerns about a child's safety or well-being must be reported to the Designated Safeguarding Lead immediately (see key contacts table below).

1.6. Key contacts in our academy

Role	Name	Contacts
Principal	Mr Price	a.price@georgesalter.com
DSL	Mrs Payton	n.payton@georgesalter.com
Site Manager	Mr Element	p.element@georgesalter.com

Data Protection Lead	Ms Howe	a.howe@georgesalter.com
Health and Safety Lead	Mrs Hickman	l.hickman1@georgesalter.com

1.7. Monitoring and review

1.7.1. We will review this policy every 2 years by the LGB or when:

- there are changes in legislation and / or government guidance
- other significant changes or events occur
- the policy is deemed to be ineffective

1.7.2. If there are urgent concerns about this policy, please raise them immediately with Mrs Payton to determine whether a review of the policy is required in advance of the review date.

1.7.3. If you have any non-urgent suggestions as to how we could improve this policy, or any of the associated procedures please email the Business Manager – a.howe@georgesalter.com

2.Academy visitor procedures

2.1. Arriving at the academy

We will ensure that there is clear signage directing visitors to our visitors' car park and main reception area.

2.1.1. On arrival you must:

2.1.1.1. Report to our main reception area before moving around our site.

2.1.1.2. Only use the designated entrances which are clearly signposted.

2.1.1.3. Let the reception staff know who you are, the purpose of your visit and who your contact in the academy is.

2.1.1.4. Asked to make the academy aware of any relevant medical conditions or accessibility needs you may have to enable the academy to make reasonable adjustments and ensure visitors are safe.

2.1.1.5. Have identification, if applicable, ready to show to reception staff.

2.1.1.6. Follow the academy's procedures for signing in and out which include entering your details into our computer system along with taking a photo

2.1.1.7. The academy will take a record of the following- your name, organisation (if relevant), who you are visiting, time of arrival, vehicle registration (if relevant). We may take your photo for the purposes of producing an identity badge. In some circumstances we may ask to see your DBS certificate if you have one.

2.1.1.8. The academy may ask you for a contact phone number.

2.1.1.9. You will be issued with, a visitors' identification badge or sticker. You must wear this, so that it is visible, at all times and ask for another if it is lost or damaged. We may also ask you to wear any of your own identification tags/badges e.g., OAT Head Office staff, Ofsted Inspector, company badge etc.

2.1.1.10. We will give you information covering in the form of leaflet on how to keep yourself safe in school- i.e. emergency evacuation and lockdown procedures, who to contact if you have concerns about a child- safeguarding procedures, and our confidentiality policy. We will also give you a map of the Academy and point out where you are currently located.

2.1.1.11. Our academy is a non-smoking area.

2.1.1.12. Unless on the approved visitor list, you will not be allowed to move around the site unaccompanied

2.1.1.13. Your contact in the academy is responsible for you whilst you are on the premises.

2.2. Checking of ID

The individual must provide original documents (not copies) to prove their identity.

2.3. Leaving the academy

2.3.1. On departing the academy, you must:

2.3.1.1. Leave via reception

2.3.1.2. Follow the departure procedures of leaving by the main reception.

2.3.1.3. Return your identification badge to reception.

2.3.1.4. Leave the premises promptly

2.4. Approved visitor list

2.4.1. The academy holds an approved visitor list for visitors who frequently visit the academy site to undertake work within the academy (including contractors and supply staff).

2.4.2. To qualify for this list the visitor must have demonstrated, prior to the visit that:

2.4.2.1. They have a current, clear DBS check and a copy 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.

2.4.2.2. The academy has a copy of the visitor's photo ID

2.4.2.3. Confirmation has been received that the visitor is employed by the company (if applicable) i.e. employee ID or letter on headed company notepaper to confirm the name of the individual who will be on the academy site

2.4.3. 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 in the DSL office.

2.5. Specific rules for certain types of visitor

Contractors

2.5.1. Insurance details of contractors will 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.

2.5.2. Prior to work starting, the Principal, or person delegated by the Principal, will ensure that liaison with any contractor in respect to health and safety issues has taken place. For example, where the maintenance / works might affect pupils'/students' normal use of the academy facilities.

2.5.3. The Principal, or person delegated by the Principal will ensure the contractor is informed as to where pupils/students will be working, walking etc. and when (If relevant)

2.5.4. In our Academy responsibility for liaising with contractors is delegated to Mr Element / Mrs Howe

Governors

2.5.5. All members of the governing body, will have an enhanced DBS and a Section 128 check as per our Safer Recruitment Policy

2.5.6. Governors must wear an ID badge at all times.

2.5.7. Governors should sign in and out using the academy signing in system.

2.5.8. New governors will be made aware of the policy and familiar with its procedures as part of their induction by Mrs Hickman

2.5.9. All governors' 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.

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

Visitors working with pupils/students

2.5.11. Visitors to classes for specific purposes of contributing to high quality learning are encouraged and welcomed. These visits are by appointment only.

2.5.12. Staff members arranging visitors to the academy should collate all the above required information and pass this on to the Academy office for the Principal's authorisation using the outside visitor form. This will have been discussed with the DSL first if the content that is being delivered might be controversial.

2.5.13. In arranging visits, staff should consult with their line manager prior to finalising arrangements. It is important that this request is brought to an SLT meeting and entered in the calendar at the appropriate time.

2.5.14. The DSL must grant permission for any visitor, to work with students or within a classroom, before the activity can commence.

2.5.15. Agreement will be made prior to the visit regarding, learning objectives, timings, resources, approaches, dealing with issues and feedback etc (add in here any academy specific paperwork/procedures)

3. Visiting Speakers

3.1. George Salter Academy believes in encouraging the use of visiting speakers and external agencies to enrich the learning experience of its pupils/students.

3.2. We will seek assurance from visiting speakers that they will not contradict the ethos of the academy or conflict with the legal framework outlined in the Prevent duty or other relevant legislation.

3.3. George Salter Academy fully supports the British Value of freedom of speech and will endeavour to provide pupils with a balanced view of events, ideas and beliefs.

3.4. Approved Speakers list

3.4.1. The academy holds a formal register of all approved visiting speakers. The person responsible for this is the DSL.

3.4.2. To qualify for this list the visitor must have demonstrated and agreed, prior to the visit, that:

3.4.2.1. Any messages communicated to pupils support British values.

3.4.2.2. Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism.

3.4.2.3. The group or person is not attempting to narrow the views of pupils through extreme or narrow views of faith, religion, culture or ideology.

3.4.2.4. Any supportive materials such as Powerpoints, handouts or transcripts of speeches are available for review prior to the visit.

3.4.2.5. Permission is given for the speech/talk to be recorded by the academy if necessary.

3.4.2.6. Any recording or video will ensure pupils cannot be identified and will not be made public by the speaker without agreement from the academy.

3.4.2.7. Before the visit, a full risk assessment will be carried out and submitted to the DSL and which may be sent out to the visiting speaker in advance of their visit.

4. The Prevent Duty

4.1. The "Prevent" statutory guidance requires academies to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised. These are outlined in sections above.

4.2. In addition:

- Due diligence will be carried out on the person and organisation to establish whether they have demonstrated extreme views/actions
- Visiting speakers will be accompanied at all times and not left unsupervised with students at any point.

4.3. Upholding academy ethos and values

George Salter Academy:

4.3.1. does not tolerate any person who intentionally or unintentionally demeans individuals and groups defined by their ethnicity, race, religion, sexuality, gender, disability, age or lawful working practices.

4.3.2. does not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear, harassment, intimidation or violence.

4.3.3. does not accept the use of offensive or intolerant language by guest speakers.

4.3.4. values freedom of speech and opinion, but recognises that, in the interest of the whole learning community, this must exist within formal guidelines.

4.3.5. recognises that extremism and exposure to extremist beliefs places the well-being of children at risk and can also lead to poorer outcomes

4.3.6. is aware that pupils may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff have been trained to deal with these instances appropriately and proportionally.

4.3.7. is a safe space where children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideologies.

4.3.8. believes that the best way to combat extremism and intolerance is to empower pupils to challenge these views in an active and constructive manner.

4.4. Determining the suitability of a speaker/material

4.4.1. Other than safeguarding and Prevent Duty issues, there are a number of other factors that are considered when evaluating the suitability of a guest speaker or external group. The academy will be the final arbiter on suitability.

4.4.2. The academy will consider whether or not:

4.4.2.1. The visit will add value to the pupils' learning experiences.

4.4.2.2. The speaker or group has the expertise in the subject they are delivering.

4.4.2.3. The planned activities meet health and safety guidelines.

4.4.2.4. Relevant references have been provided and checked.

4.4.2.5. The material/subject matter is age appropriate.

4.4.2.6. The material/subject matter offers a balanced presentation of opposing views. This is applicable when a guest speaker is expressing overtly political or partisan views

4.5 Preparing for a visiting speaker

It is important that children are prepared well before a visiting speaker arrives, particularly if the topic is a sensitive one or one which may be distressing for a child i.e. a hard-hitting road safety or fire safety presentation. Each child has a different lived experience and we will be sensitive to the emotional health and well-being of our children

4.5.1 Parents/carers will be notified of visiting speakers and the purpose and content of their talk beforehand

4.5.2 Pastoral staff will identify any child they think may find a presentation upsetting or traumatic and put appropriate measures in place – this may include preparation before the talk, option to withdraw from the talk, or support post talk

4.6 During the visit

4.6.1. The organiser or a leading member of staff will be present during the speech or group activity, to oversee that the relevant guidelines are followed and will intervene if they feel guidelines are being breached.

4.6.2 Staff will be particularly vigilant to any signs of distress from any child

5. External Agencies- unplanned visits

5.1. All agencies are required to work together to safeguard children. There may be a rare occasion where an external agency, such as the police, LA children's services, health services etc. will need to make an unplanned visit to the academy in relation to one, or more, of our pupils/students. e.g., police investigating a serious crime, social worker investigating abuse. Wherever possible, agencies are requested to give as much notice as possible before they arrive.

5.2. Whilst we will meet our duties to cooperate with such agencies, we are also conscious of our obligation to protect the rights and welfare of our pupils/students at all times. We will keep the best interests of the child at the forefront of any decisions and support the privacy, confidentiality and emotional health and well-being of the child.

5.3. In order to feel supported and safe, we will ensure that a pupil/student has access to a responsible adult, preferably one of their own choosing in any interview.

5.4. Where a pupil student has additional needs such as EAL or SEND those factors will be taken into account and reasonable adjustments made.

5.5. Parental Consent

5.5.1. In most cases, the visiting agent will seek the consent of parents to contact the academy before doing so; however, where there are serious concerns about the safety of a pupil, it may be necessary for the visiting agent to make contact without parental permission.

5.5.2. Where the parents have consented to the visit, and wish to be present, but have not yet arrived. The visiting agent will need to wait a reasonable length of time for them.

5.5.3. If the parent is not present, the visiting agent will inform the pupil that, if requested, the Principal/DSL/SLT may remain in the room with the visiting agent and the pupil to witness the questioning. The pupil/student should be given the opportunity to request which adult they would prefer to accompany them in the interview wherever possible. The adult should ensure notes are taken and recorded on CPOMs

5.6. Recording the visit

5.6.1. Visits by an external agency will be recorded in CPOMs.

5.7. Handling confidential information

5.7.1. Information in relation to a pupil will be shared with external agencies, such as the police, if it enables them to undertake their duties.

5.7.2. The Academy will make a signed and dated record of what was supplied

5.7.3. The Data Protection Act 1998 is not a barrier to sharing information where failure to do so would result in a child being placed at risk of harm.

5.7.4. Decisions to share information will be recorded, citing what was shared and with who.

5.7.5. Any information that we receive from other agencies in relation to one of our pupils/students will be handled in accordance with data protection legislation, and kept only for as long as is necessary, in line with the academy's retention policy.

6. Unknown / uninvited visitors to the academy

6.1. Individuals who would like to visit George Salter Academy but are not in contact with a member of staff regarding this, should arrange their visit through the academy office.

6.2. 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.

6.3. 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 available and happy to do so. The visitor must not be allowed into the academy without the supervision of a member of staff.

6.4. 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.

6.5. 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, by the member of staff who spotted the error. Once the visitors' appointment and purpose of visit has been confirmed by the appropriate member of staff, the visitor entry procedures will then apply.

6.6. 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 assess the situation and decide what proportionate action to take.

6.7. Where possible and appropriate, ie where a known parent/carer has not complied, the Principal will follow up the incident by phone and in writing.

6.8. Lockdown procedures

6.8.1. If a visitor presents a danger to pupils/staff, then it may be necessary to institute lockdown procedures as follows:

6.8.1.1. In the event of an emergency, the Principal or in their absence the Senior Vice Principal will make the decision, in consultation with the police when deemed necessary, with regard to whether the academy needs to be partially locked down or fully locked down.

7. Emergency procedures for visitors

7.1. In the unlikely event of the need to evacuate the building or lock the building down visitors will:

7.1.1.1. Make their way to their assembly point or room as guided by Academy staff. The Staff Co-ordinator will be responsible for accounting for non-teaching staff and visitors. The assembly point for non-teaching staff and visitors is Fire Assembly Zone 2.

7.2. Exceptions

7.2.1. 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 but are asked to follow the reasonable request of staff.

7.2.2. 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.).

8. Pandemic Arrangements – Covid-19

8.1. The academy will adhere to local and national guidelines for example on handwashing, physical distancing and the wearing of masks Please see separate risk assessments and further information on the School Website under 'Key Info' and Covid-19 Information and there will be clear instructions and signage for visitors to follow.

9. Complaints

9.1. All complaints are dealt with under the academy complaints policy.

9.2. 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.

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

Appendix 1

Exemplar Checklist for an External Speaker

George Salter Academy checklist external speaker / guest

Proposal: Complete and submit to [Mrs Payton] prior to confirming speaker					
Organiser's Name (ACB staff member)		Guest Speaker's Name			
Session Title		Date of Session			
Aim of the session (plus year groups involved)		Intended content and outcomes of session			
Name and Address of organisation represented by guest speaker:		Name and Address of Organisation Confirmed			
Resources to be used by guest speaker (to be requested in advance):		Date resources to be received:			
Approval of speaker to be signed off by SLT: Signature:					Date:

If not signed: concerns raised for further consideration (e.g. reference request/DBS check):	
Return to:Mrs Payton	

Resource Check: to be completed by organiser prior to speaker's visit. Once complete please forward to [Mrs Hickman] for HR file.

Date resources to be received:	Date:	Contents checked and suitable	Yes	No	If NO is ticked, you must inform a member of SLT prior to the visit.

If no, actions taken:

Name of (at least one) member of staff who will meet the speaker and be present throughout visit:

PLEASE NOTE: IN THE EVENT OF YOUR ABSENCE, PLEASE ENSURE [name] IS INFORMED OF ANOTHER PERSON WHO CAN ACT IN YOUR ABSENCE.

Appendix 2

Exemplar Approved Speakers List

Name of speaker	Organisation	Area of expertise	Researched by/ Checked by	Agreement to uphold school values and conditions of speaking received	Approved by Date