

# **School Visitor Policy**

## **1. Policy Statement**

Kettering Science 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 pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Brooke Weston Trust, Principal and senior staff to ensure that this duty is followed 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 the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the Academy site.

## **2. Policy Responsibility**

The Principal is ultimately responsible for implementation of this policy. The Principal will liaise with the Site Manager, Business Manager and safeguarding leads as appropriate, in the coordination and review of this policy. All breaches of this procedure must be reported to the Principal. Failure by staff members to adhere to this policy may lead to disciplinary action.

## **3. Aim**

To safeguard all children within the academy's responsibility both during school hours and out of school hours activities which are arranged by the Academy. The ultimate aim is to ensure that students at Kettering Science Academy can learn from and enjoy curricular and extra-curricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

## **4. 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 adheres to child protection and safeguarding guidelines.

To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

## **5. Where and to Whom the Policy Applies**

The Academy 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. Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day. The policy applies to:

- All governors of the school.
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

## **6. Protocol and Procedures**

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 01536 532700.

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.

The school office will be contacted about a proposed visitation at least two days in advance.

The school office will pass all details on to the Principal, School Business Manager or Site Manager (as appropriate) for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Principal's authorisation.

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

Parents and guardians are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent or guardian arrives at the school, they must follow the visiting procedures outlined below.

## **7. Visiting procedures**

All visitors to the school, including parents and guardians, will comply with the following procedure:

- Immediately report to the school reception area on arrival

- Provide their details to the reception staff, including:
  - Name
  - Purpose of visit
  - Name of student(s) the visit pertains to/staff member who arranged the visit
  - Expected length of visit
- Sign-in using the InVentry system
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' system upon departure
- Return ID badges to the school office before departure

Visitors will be provided with information relating to safeguarding, health and safety, emergency procedures and COVID procedures.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times. These visitors will be provided with a red visitor lanyard. If a member of Academy staff witness a visitor on a red lanyard unaccompanied they must escort the visitor back to reception immediately. No visitor wearing a red lanyard should be unaccompanied at any time.

Where DBS checks have been undertaken, it is the visitor's responsibility to provide their DBS numbers and the date of issue. Reception staff will contact HR Administrator or Business Manager to ensure that the visitor's details have been logged on the SCR. Once confirmed these visitors can be issued with a purple visitors lanyard and will not need accompanying.

## **8. Exceptions**

Visits to the school by contractors are governed by our Contractors' Policy.

Parents/guardians/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

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

## **9. Unidentified individuals**

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be accompanied to the school office where they can sign-in.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **10. Visitor conduct**

Visitors to the school will be required to act in accordance with the school's Code of Conduct, and other relevant school policies at all times.

Kettering Science Academy takes a zero tolerance approach to any individuals who act in an aggressive or threatening manner towards staff members, students, governors, parents/guardians or other visitors. Any visitor acting in this manner will be asked to leave the premises and the police may be called.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, Kettering Science Academy has the right to request a banning order from the Trust for the individual in question.

## **11. Monitoring and review**

This policy will be monitored and reviewed on an annual basis by the Principal and governing body.

Amendments to the policy will be communicated to all members of the school community.