



EXTERNAL VISITORS POLICY

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This policy is applicable ATAM Academy

Introduction

Visitors are welcome to ATAM Academy and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its students is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The key objectives of this policy is 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/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This 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 etc)
- Local Advisory Board / Trustees
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school, the Executive Headteacher is informed, with a clear explanation as to the relevance, purpose, date and time of the visit. Permission must be granted by the Executive Headteacher before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification. Local authority staff should have their ID badge, Ofsted inspectors should have their Ofsted badge
- All visitors enter the school building through the main door and report to Administration staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign in
- All visitors are required to wear an identification lanyard (Red lanyards for visitors needing full supervision non-DBS and YELLOW for those who do not need to be supervised – DBS checked).
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and protocol

- Visitors are 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.
- In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the visitor assembly point on field/playground as per fire evacuation signs.

On departing, visitors leave via reception and:

- Enter their departure time on the system
- Return the identification lanyard to reception
- The point of contact should escort the visitor to the car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited Visitors to the School

All visitors from external agencies must comply with this policy.

Any visitor to the school site who is not wearing an identity lanyard is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity lanyard. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Executive Headteacher/Head of Primary (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

Staff are required to be familiar with DfE statutory guidance on Keeping Children Safe in Education revised in September 2022

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

in relation to: preventing unsuitable people from working with children and young persons in the education service.

Local Advisory Board, Trustees and Volunteers

All Trustees, Local Advisory Board (LAB) and volunteers are required to have an enhanced DBS.

New Trustees and LAB are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Executive Headteacher and the Safeguarding Trustee.

The School checks that all LAB DBS certification is current at the beginning of the academic school year. LAB members should sign in and out using the signing in process during the school day and wear the school lanyards and photo identification issued to them when they take up post. For evening meetings LAB members should sign in at each meeting.

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.

CPD

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

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

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

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

- School website
- Staff shared areas.

Monitoring and Evaluation

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

External Visitors to ATAM

This policy applies to all visitors invited to the school by a member of staff.

If a visitor is being invited to school to speak to students/staff, the member of staff arranging the visit should also complete the Visitor Speaking Risk Assessment (overleaf on Form A) and ask the visitor to complete and sign the Visitor Speaking Agreement (Form B).

Please refer to Appendix 1 for guidelines

When inviting visitors to the school they should be asked to bring formal identification (as requested by the Headteacher in the Risk Assessment) with them at the time of their visit and be informed of the procedure for visitors as set out below:

Appendix 1

GUIDELINES FOR EXTERNAL VISITORS TO SCHOOL

Before any visitor is invited to the school, the Executive Headteacher should be informed using the Visitor Risk Assessment Form A, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Principal before a visitor is asked to come into school. The Principal will advise of the level of supervision and pre-visit checks required.

GUIDE TO STAFF WHEN ARRANGING FOR EXTERNAL VISITORS TO COME TO ATAM.

When do I need to complete paperwork?

Paperwork must be completed for any visitor coming to ATAM, except for parents/carers. Please let Main Reception know if you are expecting a parent/carer but there is an automatic assumption that this group of visitors would always be supervised at all times by the member of staff they were coming in to see.

What paperwork do I need to complete?

Visitor Risk Assessment Form on all occasions (Form A)

If your visitor is speaking to students and/or staff you also need to complete the Visitor Speaking Risk Assessment (overleaf on Form A) and ask your visitor to complete and sign the Visitor Speaking Agreement (Form B).

Electronic versions are available on shared areas together with the school policy for External Visitors which is a useful document to read in conjunction with these guidelines.

All visitors except for parents/carers must bring in photographic identification with them.

What do I do with the paperwork once completed?

Return it to the Administration team, with at least one week's notice, longer if you feel your visitor would need unsupervised access, as there will be further steps to take to enable this to be put in place. Please note if you wish your visitor to have unsupervised access to the school site they must have an Enhanced DBS and/or Barred List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS/CRB was issued. This information will be held by the Administration team.

What happens next?

The Office Manager will review the paperwork with the Executive Headteacher and will email a copy of the forms with supervision requirements detailed.

Those visitors who have been cleared by the Executive Headteacher for unsupervised access in school will be issued with a YELLOW LANYARD. Those who require supervision will be issued with a RED LANYARD.

Please meet your visitor at Main Reception to sign in and receive the appropriate coloured lanyard and ensure they sign out at the end of their visit with supervision as appropriate.

Important things to remember!!

- Even if your visitor has been into school previously, you must fill out the paperwork for every visitor every time they visit. The Office manager will review with you when they were last in and this is particularly important if you wish your visitor to have unsupervised access in school as we will check that we have been in recent contact with them.
- Premier Pathway, PGCE and NQT placements will have the required paperwork in place for joining staff in the classrooms.
- However, if you have a prospective teacher with you on a short term work experience basis, they must be supervised at all times, including comfort and refreshment breaks and not left unsupervised with students at any time.
- The receptionist manages the electronic sign in system which records and stores all visitors to the site and categorises them. Regular visitors who have appropriate clearance are on this system and can sign electronically at reception. This list is reviewed regularly and can change so again, check each time a visitor is coming in if you wish them to have unsupervised access.

All members of staff teaching and support must wear their school photographic ID with white ATAM lanyard at all times.

If you see any person around site without a lanyard, they should be politely challenged and Main Reception contacted.

Appendix 2

FORM A			
ATAM Risk Assessment for Visitors to School			
Please complete at least a week before the visit and give to Marcia Lewis.			
Name of Visitor			
Department visiting			
Member of staff arranging visit			
Date and time of visit			
Purpose of visit If visitor will be speaking to students and/or staff please complete the Visiting Speaker Form overleaf and ensure Form B is completed and signed by your visitor.			
Does your visitor need unsupervised access in school? If Yes , please discuss requirements with the Office Manager.			
If No , please detail supervision in place during the visit.			
Headteacher's Assessment			
Requirements	Tick if required	Completed/Obtained by	Date
Enhanced DBS			
List 99			
Photo ID			
Level of supervision required			
Lanyard colour RED: Supervised at all times YELLOW: Unsupervised access to school			
Any further comments for Reception/Member of staff organising visit:			

Education Provision
Risk Assessment for Visiting Speaker/Event

Name of the Event:		Date:	
Speaker:			
Nature of Event (eg: assembly, talk, interactive learning etc) Please indicate if student or staff event			
Outline of the content of the Event			
Member of staff organising the event who is the point of contact for the speaker.			
Confirm that research has been carried out on the Speaker and the organisation they are affiliated to – record detail			
The Speaker has signed the Visiting Speakers Agreement		YES	NO
The Office has been informed of the Speaker in order that they can be added to the School diary, and any relevant vetting procedures undertaken		YES	NO
Confirm that you agree to implement the required supervision arrangements as per the Visitor Risk Assessment Form (overleaf)		YES	NO
Requested by(member of staff), (sign and date) Agreed by the EHT/HoP (sign and date)			
Post Event Evaluation/comment if appropriate			

FORM B

Visiting Speaker/Event Agreement at ATAM

We understand the importance of visitors and external agencies to enrich the experiences of our students and thank you for visiting our school.

In order to safeguard our children, we ask all visitors working with our students to read and adhere to the statements below:

- Any messages communicated to students support fundamental British Values and our own school values.
- Any messages communicated to students do not marginalize any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalize students through extreme or narrow views of faith, religion or culture or other ideologies.
- Messages to the students support a positive work ethic, resilience and aspiring to be the best they can be.
- Activities and content are matched to the needs and age groups of students.
- Visitors will be appropriately supervised during their visit to school and all visitors are asked to sign in and out at Main Reception. Thank you for your support in this important matter.

Signed:.....

Print signature:

(Visiting speaker to school)

Date:

This form to be returned to the Office Manager completed and signed by your visitor.