



## Easterside Academy External Visitors Policy

### Document History

<b>CREATED:</b>	February 2016
<b>By:</b>	Principal
<b>Version:</b>	2
<b>REVIEW FREQUENCY:</b>	Bi-Annually
<b>REVIEW DATE:</b>	Summer 2022

## External Visitors Policy

### 1. Introduction

The academy aims to create an ethos where children feel valued, listened to and understood. Children are made aware that their happiness and safety are important. The academy is committed to ensuring that all staff and volunteers receive training on Child Protection, including the school's policy; the staff code of conduct; the identity of the Designated Persons; and a copy of Part One of "Keeping children safe in education" (Sept 20) and PREVENT (2015). All staff receive annual training, and there is induction training for all newly appointed staff and volunteers.

Visitors are very welcome to Easterside Academy. Indeed, they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and well-being of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

This policy should be read in conjunction with the following policies:

- ✓ Volunteers Policy
- ✓ Safeguarding Policy
- ✓ Preventing Radicalisation Policy
- ✓ Recruitment Safeguarding Policy
- ✓ Visits / Learning Outside the Classroom (LOtC) Policy

### 2. Policy Responsibility

The Principal is the member of staff responsible for implementation, co-ordination and review of this policy.

### 3. Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of hours activities which are arranged by the school. The ultimate aim is to ensure that Easterside Academy can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

### 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 conforms to child protection guidelines as set out by "Keeping children safe in education" (September 2020) and PREVENT (2015).

### 5. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

**The policy applies to:**

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- 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 sports coaches and topic related visitors e.g. authors);
- All Governors of the school / Trust;
- All parents (particularly parent volunteers);
- All pupils;
- Education personnel (Local Authority; Inspectors);
- Buildings and Maintenance Contractors.

### 6. Protocol and Procedures

#### Visitors invited to the school:

a) Before a visitor is invited to the school, the Principal should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by the Principal before a visitor is asked to come into school. Staff should complete an 'External Visitor' form (Appendix 2). If the visitor/s is in relation to providing and supporting Learning Outside the Classroom (LOtC) , depending on what the external provider is doing, the Principal may have to ensure that the educational quality and risk management level is appropriate e.g. by checking accreditation such as the LOtC Quality Badge.

b) When inviting visitors to the school they should be asked to bring in formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below. Any accreditations required should be sought and checked prior to the visitor/s coming into school by the Principal.

c) Regular visitors will be asked to read and sign our 'Safeguarding for Visitors Disclaimer' (Appendix 1). This includes all volunteers.

- All visitors must report to the School Office first – do not enter the school via any other entrance;
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in at the School Office.
- All visitors will be required to wear an identification badge.
- Regular visitors and volunteers will be asked to read and complete the 'Safeguarding for Visitors Disclaimer' on their first visit. They will be given a copy to retain. Copies are kept in the main office.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the School Office to receive the visitor. The contact will then be responsible for them while they are on site.
- Visitors should never be left whilst they are on the school premises, and never with children.

On departing the school, visitors should leave via the School Office and:

- Sign out electronically at the main office;
- Return the identification badge to the School Office.

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### 7. 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 at the school.
- They should then be escorted to the School Office to sign in and be issued with an identity badge. The procedures in '6' then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal and Vice Principal (or the Teacher-in-Charge) should be informed promptly.
  
- The Principal / Vice Principal (or the Teacher-in-Charge) will consider the situation and decide if it is necessary to inform the police or initiate the 'Lock Down' Policy.
- 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. The Lock Down Policy procedures may be initiated at this point. (*See separate Lock Down Policy procedures*).

### 8. Contractors / Engineers

Contractors / work person follow the procedures as set out in 6.

When pupils are on the premises, the contractors / work person must be supervised at all times by the Site Manager or by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site.

### 9. Governors

- All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school, (if not already held).
- The School must check all Governors DBS certification is current at the beginning of the academic school year. Thereafter, procedures as per 6 should apply.
- Please note that Governors should sign in and out at the main office and wear the school lanyards issued to them when they take up post.
- New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal.

### 10. Staff Development

As part of their Induction, new staff will be made aware of this policy for External Visitors and asked to ensure compliance with its procedures at all times.

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### **11. Monitoring and Evaluation**

The suitability and impact of all visitors invited into school to work with the children will be assessed at the end of each visit and a decision made as to further involvement.

### **12. Specific Guidance Check list for member of staff organising visits from external agencies**

- ✓ Speakers at assemblies / class lessons etc. need to be initially cleared through the Principal.
- ✓ Ensure that the visitor / external agency complements the school's planned programme or scheme of work.
- ✓ Ensure that you have a clear outline of what the visitor is going to talk about with the children and / or do e.g. activities.
- ✓ If an external provider linked to LOtC, accreditation may need to be checked by the Principal.

**See below:**

**Appendix 1: Safeguarding Visitors Disclaimer**

**Appendix 2: External Visitor / Speaker Request Form**



**We are committed to the safety and wellbeing of all pupils and visitors. Therefore all visitors must agree to the following before being allowed access to the school.**

## General

**Confidentiality is of the utmost importance.** Information or knowledge of individuals or the working of the academy must not be communicated to anyone outside the Academy premises

- Enter and exit the site from the main entrance, observing signing in and out procedures.
- Please stay within the areas necessary for your visit.
- You will be issued with a visitor badge. This must be worn at all times so that it is visible. Please return this to reception and remember to sign out as you leave the academy site.
- Please note that appropriate actions and language must be used on site at all times.
- Accessible toilets are located in EYs and KS1.
- A first aider will always be available on site during normal academy hours. Ask a member of staff for assistance.

**Personal devices e.g. mobile phones, tablets, cameras and ipods must NOT be used in school or around the children, and should be switched off or on silent on entering the building.**

- Do not leave equipment's unattended.
- Ensure that the Bluetooth capacity of all mobile equipment is disabled.
- Use only in connection with your business and when you are authorised to do so.
- Do not take images of pupils and staff unless authorised to do so.
- **IMAGES TAKEN AT SCHOOL EVENTS MUST NOT BE SHARED ON SOCIAL MEDIA.**

### **Dress Code**

- All people working on site must be dressed in a manner befitting the role they are undertaking.
- Casual or revealing clothing (e.g. jeans / strappy tops) or strappy footwear is not deemed as appropriate for people working in a classroom setting unless expressly authorised.

## **Mobile Devices**

### **Visiting Classrooms / Interaction with Pupils**

- Present your photo ID (and any previously agreed documentation) when requested by Office staff
- Wear your photo ID and/or visitor badge at all times.
- Interact with pupils as required within your professional capacity and report any instances / concerns / observations you may have immediately to the Head Teacher or senior member of staff.
- Interactions must remain confidential within your remit.

## Safeguarding Procedures

**The safeguarding of all pupils is of paramount importance.**

If a child discloses something to you, or you observe a child doing or saying something which causes concern (including extremist views) this must be reported directly to one of the **Designated Officers** (Lead – Mrs Linacre) or the Deputy Head or member of the Care Team, all of whom are also trained as Designated Officers.

Full Safeguarding Policies and Procedures can be accessed on the Academy website.

## Fire /Lock Down Procedures

If you hear the fire alarm it should be assumed that fire has been detected and you should evacuate the building at the nearest fire exit.

- In the unlikely event of finding a fire activate the nearest break glass before exiting the building.
- Report to the fire assembly point on the KS1 and 2 yards and wait to be accounted for.
- If you are working with pupils ensure that they are calmly escorted straight out of the building. When at the assembly point a member of staff will ensure they are accounted for.
- We operate a system of assisted escape for disabled visitors. Please tell the office staff your requirements.

If you hear a continuous 'bell' ring, this signals a Lock Down has been activated. Please make your way to the nearest 'Safe Area' as directed by the nearest member of staff. If pupils are with you, please ensure they go with you in a calmly manner.

## Signed Declaration

**Anyone whose actions and/or behaviour causes concern, or who does not follow the above requirements will be reported to the Head Teacher and / or Governors for further action. Please sign below to confirm that you understand and you will comply with all of the above.**

**Signed:**

.....

**Name:**

.....

**Date:**

.....

External Visitors Policy  
**Safeguarding Children**

Easterside Academy is committed to ensuring the well-being of every child and keeping them safe from emotional, mental and physical harm. Policies and Procedures for Safeguarding Children and Child Protection can also be accessed on our website using [www.eastersideacademy.co.uk](http://www.eastersideacademy.co.uk) or MSCB <https://stscp.co.uk/>

If you have a Child Protection or Welfare Concern about any child in school or within the community, please telephone:

**01642 726004**

Alternatively, you may speak confidentially to the Designated Person in School.

**The Designated Person with overall responsibility for  
Child Protection is:  
Mrs Linacre (Head Teacher)**

In the event that Mrs Linacre is not available, the following staff are also Designated Persons and will respond to your concern:

- Mrs Thomas – Deputy Head Teacher
- Miss Sharp – Pupil Well-Being Leader
- Miss Carter – Pupil/Parent Support Advisor
- Mrs Roffe – Pupil/Parent Support Advisor
- Mrs Brewster – Pupil/Parent Support Advisor
- Mrs Bazanek – Early Years Higher Level Teaching Assistant

# EASTERSIDE ACADEMY



## External Speaker Request Form

All staff must complete one of these forms and have it signed by the Principal before inviting an external speaker into school.

<b>Member of staff requesting / organising external speaker / visitor:</b>	
<b>Possible date/s for external speaker:</b>	
<b>Year Group/s and/or classes involved:</b>	
<b>Relevance / Purpose of the Visitor:</b>	
<b>Where have you found out about this external speaker / visitor?</b>	
<b>Have they been recommended?</b>	YES / NO
<b>Have we had them in school before?</b>	YES / NO
<b>Have you a clear outline from the external speaker / visitor as to what they are going to talk about? What activities they are going to do?</b>	YES / NO
	Please share these with the Head Teacher if you are unsure about any of the possible content etc.
<b>Principal's Signature:</b>	
<b>Date:</b>	

**NB: Visitors are not allowed to bring USB pens into school for presentations. Where possible get them to email through their presentation in advance.**