

# Fylde Coast Academy Trust



The best we can be

(FCAT)

## Visitor Policy and Procedures 2019-2021

Policy Version & Issue Date	Version 2 - May 01 <sup>st</sup> 2019 Version 1 First Version – May 31 <sup>st</sup> 2016
Policy Version / Issue Date and amendments	N/A
Electronic copies of this plan are available from	FCAT CENTRAL Academy group / shared drive
Hard copies of this plan are available from	FCAT CENTRAL
Date of next review	May 2021 / As Required
Staff responsible for Policy / review	Gary Fletcher

### Associated Policies

Code of Conduct  
Safeguarding Policy  
Health and Safety Policy  
Fire Policy

## Policy Statement

The Fylde Coast Academy Trust offer all visitors a warm, friendly and professional welcome to our academies, whatever the purpose of their visit.

FCAT has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to “safeguard” all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of FCAT and senior staff to ensure that this duty is uncompromised at all times.

### Policy Responsibility

FCAT Lead Health and Safety is responsible for implementation and review of this policy.

### Aim

To safeguard all students under the academy’s responsibility both during academy hours curriculum and out of school hours activities which are arranged by the academy.

### Where and to whom the policy applies

The academy has control and responsibility for its students anywhere on the academy site (i.e. within the academy boundary fence), during normal hours, during after school activities and on academy organised (and supervised) off-site activities. The policy applies to:

- All staff employed by FCAT.
- All external visitors entering the school site during the school day or for after school activities (including peripatetic external teaching / support staff, school parties sports coaches, and topic related visitors e.g. authors, journalists, lettings).

In performing this duty, FCAT 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.

## Policy and Procedures

### Visitors to the Academy

- All visitors must abide by all FCAT policies.
- FCAT is a member of the Risk Protection Arrangements by the DFE.
- All visitors to the academy may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list).

### **Visitors must follow the procedures below:**

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of the visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book / electronic signing in procedures which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception. The contact will then be responsible for them while they are on site. Visitors are not allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List
- School Parties will be asked to complete a risk assessment and acknowledgment that FCAT policies have been read and understood prior to their visit. Register lists will also be required. Visiting Teachers / staff retain responsibility for their students at all times.

### **Approved Visitor List**

The Academy will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the academy (including contractors, other school establishments and supply staff).

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

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND
- b) A current clear DBS children's barred check has been undertaken AND

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book). A copy of the approved visitor list will be kept behind reception at all times.

### **Visitors Departure from School**

On departing the school, visitors MUST leave via reception and:

- a) Enter their departure time in the Visitors Record Book alongside their arrival entry
- b) Return the identification badge to reception

Unknown / Uninvited Visitors to the academy

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 the school site.

They should then be escorted to reception to sign the visitor's book and be issued with an identity badge.

The procedures under “Visitors to the Academy” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

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.

<b>Date:</b> 01/05/2019	<b>Policy/Activity:</b> <b>Visitor Policy and Procedures</b>	<b>Assessor:</b> <b>GFL</b>
----------------------------	---	--------------------------------

Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	<b>Disability</b>	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carer			
2	<b>Gender</b>			
	Females/Males			
3	<b>Sexual Orientation</b>			
	Example: Gay, Lesbian			
4	<b>Gender Reassignment</b>			
	Gender Reassignment			
5	<b>Race/Ethnic Group</b>			
	Example: Black, Asian, Chinese, etc.			
6	<b>Pregnancy/Maternity</b>			
	Pregnancy or maternity/paternity			
7	<b>Marriage/Civil Partnership</b>			
	Marriage/Civil Partnership			
8	<b>Religion or Beliefs</b>			

	Example: Jewish, Muslim, Christian etc.			
9	<b>Age</b>			
	Age			