



The Khalsa Academy Wolverhampton – A Khalsa Academies Trust School

Visitors Policy

This policy is applicable to The Khalsa Academy Wolverhampton

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1. Policy Statement

The Khalsa Academy Wolverhampton (TKAW) assures all visitors a warm, friendly and professional welcome when visiting the school.

The School 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 the Principal and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, TKAW recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

2. Policy Responsibility

The Office Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school reception and site staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Principal.

3. Aims

To safeguard all children under TKAW's responsibility both during the school day and any before or after school which are arranged by the school. The ultimate aim is to ensure that students at TKAW can learn and enjoy through extra-curricular experiences, in an environment where they are safe from harm.

4. Objectives

To have in place clear protocols and procedures for the admittance of external visitors to the school which is understood by all staff, trustees, Local Advisory Board (LAB) members, visitors and parents and conforms to child protection and safeguarding guidelines.

5. Where & To Whom The Policy Applies

TKAW is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during before and after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by TKAW and the Trust
- All external visitors entering the school site during the school day or for before or after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)

- All LAB members and trustees of TKAW
- All parents and volunteers
- All students
- Other Education related personnel (Local Authority employees, Inspectors, Professional visitors, etc.)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

6. Protocols & Procedures

All staff members who are meeting an external visitor must inform the receptionist of the visit at least 24 hours in advance via email stating the name of the visitor, company and purpose.

The receptionist will keep a weekly log of all visitors who are expected to visit the school.

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below).

They must follow the procedure below;

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- The receptionist will examine the CCTV screen to check they can see the visitor and ensure that the visitor makes their way to the reception office.
- 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 their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign into the electronic visitor recording system in reception at all times. Visitors are required to enter their name, organisation, who they are visiting, car registration and to take a photo to be worn on their lanyard.
- **The receptionist will provide the TKAW visitors safeguarding leaflet, detailing who members of the safeguarding team and how to report any safeguarding concerns they may encounter during their visit.**
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. All Approved Visitors with a valid DBS will be provided with a green lanyard. If the visitor is not on the Approved Visitors List or does not hold a valid DBS they will be given a red lanyard.
- Visitors will then be 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. Visitor with a green lanyard can move about the site unaccompanied. Visitors with a red lanyard must not be allowed to move about the site unaccompanied unless they are registered and must be escorted at all times.

7. Approved Visitors List

TKAW holds an approved visitors list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old) **AND**
- A current clear List 99 check has been undertaken by the Office Manager or Receptionist **AND**
- They have the written authorisation of the Principal or the DSL to travel around the school site unaided.

Visitors on the Approved Visitors List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in). A copy of the approved visitors list will be kept behind reception desk at all times or on the SCR system.

8. Visitors Departure From School

On departing TKAW, visitors MUST leave via reception and:

- Sign out from the electronic system
- Return the identification badge and lanyard to reception
- The receptionist will check the CCTV system to ensure that the visitor leaves the site (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge or a lanyard 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 in and be issued with an identity badge and lanyard. The above "policy and procedures" will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal and the DSL (or another member of the Senior Leadership Team if neither is available) should be informed promptly. The Principal / DSL or SLT 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.

9. Local Advisory Board Members & Volunteers

All trustees, LAB members and parent helpers must comply with DBS procedures, completing an enhanced DBS form (if not already held on the SCR in the School office). TKAW must check all trustees, LAB members and parent helpers DBS certification is current (i.e. less than 3 years old). Thereafter, visitor procedures should apply. New LAB members will be made aware of this policy and procedures as part of their induction. This is the responsibility of the Principal, and Chair of the LAB. New volunteers will be asked to comply with this policy by the staff member they first report to when coming into school for an activity or class supporting role.

10. Staff Development

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

11. Linked policies

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

- Safeguarding & Child Protection Policy
- Health & Safety Policy

12. Policy Review

The Principal is responsible for monitoring the implementation and effectiveness of the policy. The LAB will review this policy every two years.