

Three Counties Academy Trust



Visitor Policy

#G3

Last updated: 11 November 2022

Review Date: 31 August 2025

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Statement of intent

This policy is designed to outline procedures regarding visitors to any Three Counties Academy Trust site or premises.

This policy will enable our Trust and our schools to:

- Safeguard and protect the welfare of pupils and staff members
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE (202) 'Keeping children safe in education 2021'
- Childcare Act 2006
- Education Act 1996
- DfE (2021) 'Prevent duty guidance'

This policy operates in conjunction with the following Trust and school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Contractors Policy
- Volunteer Policy
- First Aid Policy
- Prevent Duty Policy

The DSL is responsible for ensuring visitors receive copies of and understand the following school policies:

- Social Media Policy
- Personal Electronic Devices Policy
- Staff and Volunteer Confidentiality Policy
- Fire Safety Policy

Authorisation

Individuals who would like to visit the any TCAT premises, but are not in contact with a member of staff regarding this, will arrange their visit through the relevant school office, who can be contacted on the following numbers:

- Queen Elizabeth High School (01885) 482230
- Bredenbury Primary School (01885) 483253
- St. Peter's Primary School (01885) 483237

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 are from where applicable.

The school office will be contacted about a proposed visitation at least one week in advance. The school office will pass all details on to the Head of School in the event of a teaching and learning related visit or the Chief Finance Officer for any visit relating to site maintenance requests 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 Head of School for their authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the Head of School or other staff members where these members of the school staff are happy to do so and have both the time and the facilities available to conduct such meetings. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT and must follow all instructions of school staff whilst on any Trust site, ensuring they both sign in and out using the relevant systems.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the [visiting procedures](#) section of this policy.

Safeguarding

The Trust is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require an enhanced DBS check with children's barred list information if they work in 'regulated activity.'

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and Executive Headteacher will be responsible for determining whether DBS checks need to be conducted and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The Trust will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors. Each school has a secure Reception area and visitors should not move from this area until instructed to do so.

The Trust will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

Visiting procedures

All visitors to any TCAT school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
- Sign-in using the visitors' book or the digital sign in procedures as directed
- Display ID badges provided at all times while on Trust property
- Sign-out using the visitors' book or digital sign out procedures upon departure

- Return ID badges to the school office before departure

Visitors will be made aware of relevant Trust and school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that our Trust and all Trust buildings and grounds are a non-smoking area and smoking is not permitted anywhere within our grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

Exceptions

Visits to any Trust school by contractors are governed by our Contractors Policy.

Visitors attending scheduled open days, sports events or other 'by-invitation' Trust and school activities will be exempt from the visiting procedures outlined in the [visiting procedures](#) of this policy.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g., the sports field, school hall).

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 directed to the school office where they can sign-in.

If a visitor cannot be identified, the Executive Headteacher and the Head of School will be informed immediately.

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.

Visitor conduct

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

The Trust reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents, or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on our 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 any area of Trust site, the Trust has the right to impose a banning order for the individual in question.

Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher, the Executive Leader for Safeguarding and Inclusion and the CFO in conjunction with the Governing Board. Any changes made to the policy will be amended by the Executive Headteacher and will be communicated to all members of staff. All staff are required to familiarise themselves with this policy as part of their induction programme.

The next scheduled review date for this policy is 31st August 2025.

Signed by:

| | | |
|-------|--------------------------|-------------|
| _____ | Executive Headteacher | Date: _____ |
| _____ | Chair of Trustees | Date: _____ |



Visitor Self-Declaration Form

At Three Counties Academy Trust, we feel it is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the school reception prior to entering the school site, agreeing to follow our Trust and school procedures put in place to keep themselves, our pupils, and staff safe.

Please note: if you do not agree to the Trust's procedures, you are not permitted to enter any part of the Trust site. Visits may need to be rearranged in this case.

Declaration

I agree to:

- Follow all of the Trust's safeguarding, conduct, confidentiality and visiting procedures
- Follow the Trust's procedures regarding the use of technology and social media on-site and when interacting with the Trust's digital connectivity, for example whilst on Trust provided Wi-Fi provision
- Ensure I sign in and out using the individual school's authorised procedures and to wear any such identification supplied by the Trust in addition to any existing credentials

| | |
|--------------------------------|--|
| Name | |
| Contact number | |
| Company (if applicable) | |
| Who are you visiting | |
| Reason for visit | |
| Signed | |
| Date | |