



## **Thrunscoe Primary and Nursery Academy**

### **Visitors Policy**

#### **Introduction**

This policy sets out the procedures to be followed when visitors arrive in the academy and during their time at the academy.

A visitor is any person who is not employed by the academy but is required to be in the academy or wishes to gain access to the academy.

This policy covers all visitors including: governors, supply staff, agency staff, educational consultants, contractors, volunteers, local authority personnel and parents.

#### **Front Door Procedures**

All visitors are requested to contact a member of the admin staff on arrival. If the admin assistant is not at the reception desk, visitors are directed to the intercom system which connects to the academy office.

Most enquiries are dealt with in the first instance at the entrance to the academy by a member of the admin team. The nature of the visit is ascertained and entrance beyond the reception area is restricted to specific activities, or for those staying on the premises for some time.

Specific activities are: delivery of goods and short visits to the office by parents for confidential matters or if their child is in a medical emergency. In these instances, the visitor will be restricted to the office corridor or escorted to the appropriate area of the academy by a member of the office staff.

Visitors staying on the premises, for example volunteering, attending assemblies or meetings, are required to sign into the Inventory system at the reception desk before they enter through the security doors.

By signing in to the building, the visitor agrees to abide by our Health and Safety Procedures, Code of Conduct and Safeguarding Procedures. A notice to this effect is by the Inventory signing in system. Visitors are issued with Health and Safety Procedures and Safeguarding Procedures on arrival.

Printed visitor badges must be worn by all visitors (except for specific visits to the office as above) and all visitors entering through the front door must report to the academy office for assistance.

Staff from the Highgate Family Hub are not permitted to allow visitors through the academy's security doors.

### **DBS clearance**

Visitors staying on the premises will be asked for evidence of DBS clearance. If the visitor is unable to provide evidence, or the visitor is a parent, the visitor will be escorted during their time in the academy.

Agency teachers, educational consultants and some contractors will have had DBS clearance assured by their employers and this will be ascertained by the admin staff either before or on arrival.

Visitors with evidence of DBS clearance will be assisted with their purpose in the academy and then left to proceed.

Checks will be made by the office staff to ensure that the visitors are expected and are not interrupting other activities.

### **Agency/Supply teachers and Educational Consultants**

Evidence of DBS clearance is requested before arrival and if not given on assurance by their employee, must be presented on arrival.

Health and Safety Procedures notices are provided, depending on which area of the academy they are working in.

Assistance is given in setting up any activities they are undertaking or providing.

Risk Assessments and health and safety checks are undertaken if applicable.

### **Contractors**

Whenever possible, work carried out by contractors is undertaken outside of school hours. If this is not possible, health and safety checks must be made, risk assessments drawn up if necessary and safety control measures put into place before work commences.

During academy hours, contractors working within the academy or inside the security gates must have DBS clearance, or must be accompanied at all times.

If risk assessment of any work suggests the risk is not acceptable, the work will not be allowed to commence and the contractor will be requested to return outside of academy hours.

### **Exit procedures**

All visitors are requested to sign out of the Inventory system when they leave for fire safety purposes.

Visitors are required to exit without admitting other persons.

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Policy approved by the Resources Committee of the Governing Body: 2<sup>nd</sup> March 2023

Next review date: March 2025