

VISITOR POLICY

Policy approved & adopted by	Head of School
Date	Sept 2023
Review cycle	3 years
Next Review	Sept 2026

Statement of Intent

This policy is designed to outline Tor View School's policy regarding all visitors to our school site and grounds.

This policy will enable Tor View School to:

- Safeguard and protect the welfare of learners, staff members and all visitors to the school;
- Prevent unnecessary disruption to lessons and other educational activities;
- Protect the school site, grounds and facilities from vandalism and misuse; and
- Engage with the community and outside educational influences in a structured and productive manner.

Authorisation

Individuals who would like to visit Tor View School, but are not in contact with a member of staff regarding this, should arrange their visit through the office, who can be contacted by emailing office@theviewtrust.org or calling 01706 214640.

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 belong to where applicable.

Where possible, the office should be contacted about a proposed visitation at least two weeks in advance. The office will pass all details on to the relevant staff members for a final sign-off before getting back to the visitors to confirm the details of the visit.

Any staff arranging visitors to the school for educational purposes will collate all of the above required information and pass this on to the office for the Head of School or Head of FE Department's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with staff members, only where these members of staff are happy to do so. The visitor will not be allowed into the school without the supervision of a member of staff at all times.

Parents/carers are discouraged from visiting the school during school hours unless it is for one of the following reasons:

- School event;
- Pre-arranged meeting eg Annual Review
- Essential; and/or
- Collect/drop off a child for/from an essential appointment.

When a parent/carer arrives at Tor View School they must follow the visiting procedures outlined below.

Visiting Procedures

Tor View School is committed to promoting the safety of all learners 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'. Visitors who have not undergone a DBS check will not be left unsupervised with learners. The school will adhere to the Prevent Duty at all times when managing the risk of potential harm to learners from visitors.

All visitors to the school, including parents/carers, will comply with the following procedure:

- Immediately report to the main school entrance on arrival,
- Provide their details to the reception administrator, including:
 - Full name
 - Name of organisation, where applicable
 - Purpose of visit
 - Name of learner/staff member the visit pertains to
 - Car registration details, where applicable
 - Expected length of visit
 - Identification where applicable
- Sign in using the iPad sign in system at the reception desk;
- Visitors without DBS clearance will be given a red lanyard and must be escorted to the member of staff/pupil they have come to see or wait in the office entrance area to be collected by a member of staff. Visitors without DBS clearance cannot be left alone with an individual or group of learners and must be supervised by a member of staff.
- Visitors with DBS clearance, who are registered as such on the school system, will be given a pink lanyard.
- Visitors should ensure the lanyard and their own ID badges are displayed at all times whilst they are on school property.
- When leaving, sign out using the iPad sign in system at the reception desk, making sure to return their lanyard to a member of the office staff.

Visitors, where appropriate, will be made aware of relevant school policies, including that in relation to health and safety, fire and emergency and reporting a concern.

The use of mobile phones and photographic equipment is strictly prohibited within the school. Should visitors need to make a phone call, they should do so away from the school site/grounds.

Visitors will be advised that the school is a non-smoking/non-vaping area and smoking/vaping is not permitted anywhere within the school building/grounds. If visitors leave the site to smoke/vape, they must remove any uniform or lanyard/badge that identifies the school in any way.

Exceptions

Visits to the academy by contractors are governed by the Site Supervisor.

Parents/carers/contacts etc. attending scheduled open days, sports events or other school activities will be exempt from the visiting procedures outlined above and instead must sign in and out at the office on paper. Anyone attending school events should keep to the areas of the school building/grounds where the events are taking place.

Unidentified Individuals

It is the responsibility of all staff members to politely question any individual who enters the premises unaccompanied and/or without a clearly displayed name badge. Any such visitors must be directed to the office immediately.

If a visitor refuses to report to the office, or becomes aggressive/abusive in any way, staff should avoid confrontation by removing themselves from the situation and making a member of SLT aware immediately. Aggressive/abusive behaviour will not be tolerated from anybody and those acting in such a manner will be asked to leave the premises and the police may be called to assist.

Visitor Conduct

Tor View School adopts a zero-tolerance policy towards abuse. Shouting, swearing, threats of violence and acts of violence will not be tolerated. The school reserves the right to escort individuals from the premises who act in an aggressive, threatening or intimidating manner towards staff members, learners, governors, parents or other visitors. This includes shouting, swearing, threats of violence towards people or school property and acts of violence towards people or school property.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school 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 the academy site, Tor View School has the right to immediately withdraw an individual's entitlement to enter the site.