



# Engage MAT Visitor Policy

**Date of ratification: July 2019.....**

**Date of review: July 2021.....**



## **Visitor Policy**

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**All visitors must sign in at reception at the start of their visit and sign out before leaving.**

**All visitors must be given a copy of the school leaflet regarding Safeguarding.**

### **1. Introduction**

Visitors are welcome to The Engage Trust schools. Indeed they often make an important contribution to the life and work of the centre in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is The Engage Trust's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The Engage Trust is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

### **2. Policy Responsibility**

The Trust F&P Committee is responsible for implementation, coordination and review of this policy.

### **2. Aim**

To safeguard all pupils is The Engage Trust's responsibility during school hours curriculum and out of school hour's activities which are arranged by the School. The ultimate aim is to ensure pupils can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

### **3. Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors to the School which is understood by all staff, directors, governors, visitors and parents and conforms to Safeguarding guidelines.

### **4. Where and to whom the policy applies**

The School is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching staff employed by the school

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- All external visitors entering the site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors

### **5. External Visitors to the Engage Trust**

Staff are required to be familiar with Safeguarding guidance on Child Protection.

This policy applies to all visitors invited to the school by a member of staff.

#### **Protocol and Procedures**

##### **5.1 Visitors Invited to the School**

- a) Before a visitor is invited to the school, the Admin lead should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Senior Management Team before a visitor is asked to come into school.
- b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit (appropriate vetting and safeguarding clearance will be followed – refer to Appendix A) and be informed of the procedure for visitors as set out below:
  - All visitors must report to reception first - do not enter the school via any other entrance
  - At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
  - All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times

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- All visitors will be required to wear an identification badge
- 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.
- c) On departing the school, visitors should leave via reception and:
  - Enter their departure time in the Visitors Record Book alongside their arrival entry
  - Return the identification badge to reception; if the badge has been mislaid/lost staff should be informed and a note made of missing badge on master sheet.
  - A member of staff should escort the visitor to Reception/Exit (ensuring the visitor does not re-enter the school site, potentially breaching security).

### **5.2 Unknown/Uninvited Visitors to the School**

- a) Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site
- b) They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The above procedures in 5.1 then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Senior Management Team and Admin lead should be informed promptly.
- d) The Senior Management Team will consider the situation and decide if it is necessary to inform the police.
- e) 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.

### **5.3 Governors and Parent Helpers**

- a) All governors and parent helpers must comply with Safeguarding procedures.

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b) The School must check all governors and parent helpers DBS certification is in date. Thereafter, procedures as per 5.1 should apply. Please note that Governors should sign in and out using the Governors Signing In Book.

c) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Trust Administrator.

d) New parent helpers will be asked to comply with this policy by staff when they first come into school for an activity or class supporting role.

### **6. 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. The Head teacher will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others. This training is valid across many areas of their responsibility and dealings with those both within and outside the school community.

### **7. Linked policies**

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

- Safeguarding incorporating Safer Recruitment policy.
- Confidentiality Policy
- Health and Safety Policy

**8. Dissemination** This policy is publicised to all in the school through Induction and regular policy review feedback at committee meetings.

### **10. Monitoring and Evaluation**

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

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### Appendix A

#### School Visitor Protocol

The aim of this document is to clearly set out the procedures in place to assure that all visitors to The Engage Trust Academies have received the appropriate vetting and safeguarding clearance.

#### Categories of Visitor

**The Engage Trust** recognises four distinct categories of visitor for which different procedures apply. In each case a visitor is defined as someone not employed by The Engage Trust.

Type of Visitor	Definition	Vetting required
<i>Short term accompanied visitor</i>	This is most likely to be a parent or other adult who is visiting the School for the purpose of meeting with staff members. This type of visitor will be accompanied throughout their visit which will last for less than half a day.	No vetting or checks required  Visitor must be accompanied at all times by member of staff
<i>Day visitor</i>	This is an adult visiting the School for more than a single short meeting but for less than a maximum of one day. This type of visitor will still be accompanied for most of the day but may spend some time unaccompanied with students.	Must receive a Children's Barred (formerly List 99) check  <b>AT LEAST 48 HOURS BEFORE THEY ARRIVE</b>
<i>Repeat Visitor</i>	This is an adult who will be visiting the School for multiple occasions over a prolonged period (ie. one day a week for a month). This type of visitor may be either accompanied or unaccompanied.	Must receive a Children's Barred (formerly List 99) check  <b>AT LEAST 48 HOURS BEFORE THEY ARRIVE</b>

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<p><i>Medium term visitor</i></p>	<p>This is an adult who will be visiting the School for a prolonged period longer than a single day (ie. a week or a fortnight). This type of visitor may be either accompanied or unaccompanied</p>	<p>You must provide an up to date DBS certificate- available via; <a href="https://crbdirect.org.uk/">https://crbdirect.org.uk/</a></p> <p>The DBS must be completed <b><u>BEFORE</u></b> the visitor makes their <b><u>FIRST</u></b> visit.</p>

**All visitors must sign in at reception at the start of their visit and sign out before leaving.**

**All visitors must be given a copy of the school leaflet regarding Safeguarding.**