

# **VISITOR GUIDANCE FOR ACADEMIES**

**Spencer Academies Trust Visitor Protocol**

**Version 1 – September 2021**

# Spencer Academies Trust – Visitor Guidance for Academies

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## Introduction

This guidance applies to all academies within Spencer Academies Trust and is intended to help our academies manage visitors in a way that ensures the safety of children and adults whilst on the academy site. The responsibility for this lies with the Principal, Senior Leadership Team and the Trust.

## Guidance and Responsibilities

The Principal and the Trust are responsible for implementing this guidance and managing visitors to the academy. The day to day arrangements need to be understood by all employees. All employees have a responsibility to ensure that visitors to the academy are properly welcomed and managed safely within the academy. All employees should be made aware of this guidance and that it applies to all visitors equally, including VIPs.

## Health and Safety of Visitors

It is recognised that visitors to the premises may be at greater risk due to their lack of familiarity with the plant, equipment and premises. We accept our duty of care towards all visitors and encourage employees to have regard to the health and safety of visitors at all time.

It is the policy of The Academy to:

- Appoint the Principle or Senior Manager to oversee the effectiveness of this policy.
- Ensure, as far as is reasonably practicable, the health and safety of all visitors to our premises.
- Ensure visitors are aware of our rules and procedures, as they relate to visitors. Rules for visitors are displayed in the reception area.
- Accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks.
- Accompany visitors to the fire assembly point in the event of an evacuation of the premises.
- Control the access of visitors, including contractors, to ensure the health, safety and security of our employees.

- Record all accidents and injuries to visitors in the Accident Book and carry out a suitable investigation into any incident.

## Types of Visitor

There are several different types of legitimate visitors:

- Visitors who attend the Academy in connection with children and young people and who have a professional role i.e. Social Workers, Educational Psychologists, SEND Officers, Officers from the Fair Access Team, support workers or health related professionals
- Visitors attending to work with children and young people within an extra curriculum provision such as Peripatetic Tutors and Sports Coaches
- Visitors who attend the academy in connection with the building, grounds or equipment i.e. Builders, Contractors, Maintenance staff or IT workers
- VIPs
- Other legitimate visitors i.e. Parents, Parent Helpers, Volunteers and Governors
- Organisations which have input into the curriculum and learning and support; such as the NSPCC, Sports Specialists and Coaches, Music Tutors, Alternative Education Providers and PCSO's

Visits should be planned to ensure they run smoothly, considering the need to safeguard both children and young people, the reputation of the Academy and the visitor. Where required, risk assessments should always be undertaken. The Principal or Senior Leadership Team should be aware of visits in advance.

## Procedures for ALL Visitors

The statutory guidance says:

*Schools and colleges must obtain written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working at the school or college that the school or college would otherwise perform. In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.*

*Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college must obtain a copy of the certificate from the agency. Where the position requires a children's barred list check, this must be obtained by the agency or third party prior to appointing the individual.*

*The school or college should also check that the person presenting themselves for*

*work is the same person on whom the checks have been made.*

- All academies must follow the statutory guidance and therefore must receive written notification that all appropriate checks and training have been carried out. This written notification (also referred to as a letter of assurance or written confirmation) must be kept securely on file and added to the academies Single Central Record. For centrally appointed employees and contractors, the Trust will ensure academies receive regular updates for all new employees and visitors
- For all visitors where you have **NOT** been provided with either the sight of a DBS (showing the appropriate level of checks), or a letter of assurance from their employer, they must be fully escorted until such documentation can be provided
- Wherever possible, visits to academies should be pre-arranged
- All visitors must report to reception first and not enter the academy via any other entrance
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification and should show the photo ID card their employing agency has issued them (where applicable). If there are any concerns in relation to the validity of this identification, academy staff should seek to confirm this with the employing agency before allowing the visitor on site.
- All visitors will be asked to sign in to the electronic visitor system which may include a photograph of the visitor being taken.
- If the visitor is part of a large group of visitors a separate register may be utilised
- A visitor's badge with the appropriate coloured lanyard must be worn and displayed prominently at all times
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination
- All visitors should be accompanied by a member of staff. Visitors should not be alone with children and young people, unless this is a legitimate part of their role, for example a Social Worker seeing a child or young person. The academy must have assured itself that the visitor holds the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). Colour coded lanyards must be used to identify visitors who should always be supervised
- If visitors find they are left alone with children or young people, when not permitted to be, they should report this to a member of staff or reception. This

expectation should be explained to visitors as part of the safeguarding briefing provided on arrival

- On departing the academy, visitors should always leave via reception, sign out of the building, return their visitor badge and lanyard and be seen to leave the premises. Academy reception staff should check the signing in and out' records regularly to monitor compliance with these procedures
- The Principal or Designated Safeguarding Lead (DSL) along with the nominated Safeguarding Governor should also monitor compliance with the agreed specified visitor's policy procedures. Should any shortfalls be found these should be addressed as a matter of urgency, to ensure children, young people and visitors to the academy are kept safe

## Categories of Visitor

### VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment:

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular areas such as sport, music, the arts, media including celebrities and who are likely to inspire others:

### Important considerations for VIP visits

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit, recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms, VIPs should be treated in a very similar way to any other visitor, but a degree of common sense should prevail e.g. it is unlikely that the Queen or another senior member of the Royal Family would be expected to show, or wear ID. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

## Local Authority Council Employees

Local Authority Council Staff who visit our academies and who have unsupervised contact with children and young people will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations.

Academies will, of course, need to see identification from visitors to confirm that they do indeed work for their Local Authority. All Local Authority Council staff visiting schools carry photo identification.

## Employees from Other Agencies

The same requirement for a written notification applies. Where there is 'written notification' from an agency that their staff have had all the appropriate pre-employment checks that would otherwise be required to perform, including a DBS 'Enhanced with Barred List information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children and young people.

## Contractors

The statutory guidance says:

*Where schools and colleges use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college.*

*Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check.*

*Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.*

*Schools and colleges should always check the identity of contractors on arrival at the school or college.*

For building or maintenance contractors, the Trusts' Director of Estates and Facilities will work with Principals and Site Managers in setting out the safeguarding requirements as part of the contract. The contract will also cover a formal protocol

regarding access to specific areas of the building, which may include physical separation – fencing off the work areas to provide additional safeguards.

Any DBS checks required should be completed before the contractor begins work and a letter of assurance provided as part of the contract requirements. The academy will always be notified of new Trust contractors before work is scheduled to commence. Academies should check the contractor list held on CPOMs and the letters of assurance saved within the HR Google Drive to confirm letters have been received and therefore adequate supervision is required and / or in place. Queries regarding Trust contractors should be referred to the Trust Estates and Facilities Team.

## **Trainee Teachers**

The statutory guidance says:

*‘Where applicants for initial teacher training are salaried by the school or college, the school or college **must** ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) **must** be obtained.*

*Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools and colleges should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.*

As with other visitors who have been checked by an external organisation, the academy should have ‘written notification’ that appropriate checks have been made and have been reviewed annually.

If tutors of trainee teachers do not have unsupervised contact with children they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the academy that appropriate checks have been made.

The George Spencer SCITT operates in same way as an external teacher training agency and will provide you with written confirmation that all pre-appointment checks have been completed, including the required Level 2 Safeguarding training.

## **External Facilitators and Delegates for Training and Conferences**

Where the Spencer Alliance for Leadership and Teaching (SALT) host events in Trust Academies, SALT will ensure clear communication with the Academy prior to any event to ensure safeguarding requirements are shared and agreed. All schools

engaging in training provide a letter of assurance that all safer recruitment checks are in place. SALT also provide an employer reference for External Facilitators in addition to the letter of assurance.

Safer recruitment processes for SALT employees are completed in accordance with The Spencer Academies Trust Recruitment and Selection Policy and Keeping Children Safe in Education. Academies will receive written confirmation that all checks have been completed.

### **Directors / Members / Governors**

Trust Directors / Members and Academy Governors should follow the same procedures as other visitors when coming in to an academy. If they are to have regular unsupervised contact with children and young people (regulated activity), they will require a Barred List check in addition to the mandatory Enhanced DBS.

### **Parents and Relatives**

The statutory guidance says:

Schools and colleges should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day.

Headteachers and principals should use their professional judgment about the need to escort or supervise such visitors.

Safeguarding policies should set out arrangements for individuals coming onto academy premises, which may include an assessment of the education value and whether relevant checks will be required.

### **Ofsted Inspectors**

Ofsted have provided local authorities with written confirmation that all Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check.

Academies will be notified between 10:30am and 2pm the day before the inspection is due to take place. The initial call will be from the Support Administrator who will discuss practical arrangements. The Lead inspector will then have a follow up call with the Principal.

All inspectors will be ready to receive a safeguarding briefing on arrival and have their identities checked. All Inspectors have official photo ID badges and should also

be provided with a visitor badge and lanyard. Inspectors will not be required to present their DBS certificates on arrival.

## Implications of the Childcare (Disqualification) Regulations for Visitors – Primary Academies

The Childcare (Disqualification) Regulations 2018 introduced additional requirements for staff who are involved with the education or care of children under 6 or with the out-of-school care of children under 8.

### Visitors who ARE covered by the ‘Childcare Disqualification’ legislation:

- ✓ Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under 8.
- ✓ Agency, or third-party organisations, contracted to work in relevant childcare in our academies.
- ✓ Self-employed contractors employed to work in childcare provision.
- ✓ Trainee and student teachers.
- ✓ Volunteers and casual workers who work in childcare.

It is important to receive confirmation from your local authority, external agencies, Teacher Training Providers and third-party organisations that all employees in such roles will be subject to the appropriate checks under the Childcare Disqualification legislation.

Primary academies need to ensure checks are carried out for all volunteers and casual workers

### Visitors who are NOT covered by the ‘Childcare Disqualification’ legislation:

- ✗ Caretakers, Cleaners, Drivers, Transport Escorts, Catering Staff, Catering & Cleaning Managers, Office Staff and external catering and cleaning staff who are not employed to directly provide childcare.
- ✗ 2. Health Staff, Speech Therapists, Educational Psychologists.
- ✗ 3. Academy Governors
- ✗ 4. Ofsted Inspectors

**It is important to note that it is Trust policy to request ALL employees in Primary Academies complete the Childcare Disqualification Declaration on appointment.**

## **Raising Awareness of Visitor Safety with Children**

Children and young people should be reminded on a regular basis and especially prior to any VIP or celebrity visits that they should remain with a staff member and not wander off or leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to the visit.

## **Concerns Related to a Visitor**

Children and young people, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding.

Any issues regarding the suitability of visitors to the academy should be noted by the designated person for safeguarding and promptly brought to the attention of the Principal.

## **Unknown, Uninvited or Malicious Visitors to the Academy**

Any visitor to the academy site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Principal or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

## **Monitoring and Evaluation**

Like all safeguarding policies, academies should monitor and evaluate its implementation and effectiveness of this protocol on a regular basis, informing the Trust Central HR Team of any actions or changes required.

## **Linked Policies and Guidance**

This guidance should be read in conjunction with the following policies:

- Trust Safer Recruitment and Selection Policy
- Trust Single Central Record Guidance
- Trust Safeguarding Policy
- Trust Health and Safety Policy
- Keeping Children Safe in Education