



An Daras
Multi Academy Trust



Academy Visitor Policy

St Stephens Community Academy

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

Status: Approved	
Recommended	Yes
Statutory	
Version	v1.1
Adopted v1.0	2012
Reviewed and approved as v1.1	Jan 2015
Next Review	Jan 2018
Advisory Committee	Local Governing Advisory Body
Linked Documents and Policies	SSCA Code of Conduct SSCA Child Protection and Safeguarding Policy

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Visitors Policy



Aim

To safeguard all the children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure that children at St Stephens Community Academy can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

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, governors, visitors and parents and conforms to child protection guidelines.

Where and to whom the policy applies

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

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

Protocol and Procedures

Visitors Invited to the Academy

- a) Before a visitor is invited to the academy the Head of School 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 Head of School before a visitor is asked to come into the academy.
- b) Visitors should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
 - All visitors must report to reception first – they should not enter the academy 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
 - 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 academy, visitors should leave via reception and:

- Enter their departure time in the Visitors Record Book and return their identification badge

Unknown/Uninvited Visitors to the Academy

- a) Any visitor to the academy site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the academy site
- b) They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The procedures for invited visitors then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head of School 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 academy grounds, police assistance will be called for.

Dissemination

This policy is publicised to all in the academy community through the academy website.

Monitoring and Evaluation

The suitability of all visitors invited into the academy 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 academy in future.

Policy reviewed by LGAB: **January 2015**

Next Review: **January 2018**