



Rose Bridge

External Visitor's Policy

Introduction

Rose Bridge Academy offers an excellent all-round education to ensure that each student achieves his or her best. We welcome visitors who often make an important contribution to the life and work of the academy in many ways. However we are responsible for ensuring the security and wellbeing of our students and staff at all times. The academy is equally responsible for the whole school community and ensuring visitors comply with the following guidelines.

The Business Manager is the member of staff responsible for the implementation, co-ordination and review of this policy. This person will also be responsible for liaising with the academy's Child Protection/Safeguarding Officer (Assistant Head teacher, Mrs Vicki Schumacker, Deputy Head Mr Paul Scarborough and Rebecca Homes Designated Teacher and Child Protection/Safeguarding Governor Mrs Jan Wood.)

Aim

To safeguard all children under the academy's responsibility both during school hours curriculum and out of school hours activities which are arranged by the academy. The ultimate aim is to ensure that Rose Bridge Academy students 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, visitors and parents and conform to child protection guidelines as set by the DCSF (www.teachernet.gov.uk): *preventing unsuitable people from working with children and young persons in the education service.*

Where and to whom the policy applies

The academy is deemed to have control and responsibility for its students anywhere on the 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 support staff employed at the academy.
- All external visitors entering the academy site during the school day or for after school activities (including peripatetic tutors).
- All parents
- All students
- Building maintenance contractors



External Visitors to Rose Bridge Academy

Staff are required to be familiar with DfE guidance on Child Protection (accessible via www.teachernet.gov.uk) in relation to: *preventing unsuitable people from working with children and young persons in the education service.*

The policy applies to all visitors invited to the academy by a member of staff.

Protocol and Procedures

Visitors Invited to the Academy

- a) Before a visitor is invited to the academy, whenever possible, the Headteacher or a Senior Member of Staff must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by the senior member before a visitor is asked to come into school.
 - b) Maintenance contractors will primarily be engaged to work during out of term time. They must meet with the Site Manager/Caretaker, Business Manager or relevant member of staff when they arrive on site. They must complete the Contractors Management Plan Form and be shown the Asbestos Register for the school. This is held in the main school reception area. They should also supply a copy of their insurance documents prior to commencement of work. All contractors carrying out emergency work during term time should be accompanied by site staff. Contractors should have a full DBS check in place before coming onto site. However in cases when this isn't always possible they will be accompanied at all times by a member of the Site Staff.
- Visitors must report to the main reception first. They must not enter the academy via any other entrance. This will include excluded or suspended students who are escorted by staff when on site.
 - At the main reception, all visitors must report to a member of Office Staff and must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff.
 - All visitors will be asked to sign the Inentry system if they are entering the main academy building.
 - All visitors, including contractors will be required to wear an identification badge. **The Receptionist will provide them with our information leaflet for volunteers, contractors and visitors**
 - Visitors will then be escorted to their point of contact by a member of staff OR their point of contact will be asked to come to reception to meet their visitor. The contact will then be responsible for them whilst
 - they are on site. **External visitors must be accompanied at all times, unless they have a DBS check in place.**
- c) On departing the academy, visitors should leave via the main school reception and:



- Enter their departure time on the Inventory System.
- Return their identification badge to the reception staff.

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 at the academy.
- b) They should then be escorted to the main school reception to register on the Inventory system and be issued with an identity badge. The above procedures then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteacher should be informed promptly.
- d) The Headteacher/Deputy Headteacher 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.

Parent Helpers/Volunteer Staff and Governors

- a) All parent/ helpers, volunteers and Governors must comply with the Data Barring Service procedures, completing a DBS disclosure form (if not already held) via the Office Supervisor. This is completed on line.
- b) The academy must check all helpers and volunteers DBS certification at the beginning of the academic year.

Thereafter, procedures as above should apply.

- c) New volunteers will be asked to comply with this policy by the member of staff who they first report to when coming into the academy for an activity or class supporting role .The Office staff will also check that this is in place when the person reports to the main reception.



Signing in – Visitors (additional information)

It is the policy of Rose Bridge Academy to ensure, as far as is reasonably possible, the maintenance of high standards of safety on its premises.

Rose Bridge Academy has its own Health and Safety Policy, which all visitors to the academy should follow. The particular requirements of that policy, relating to visitors, are outlined below. **Visitors and other users of the premises are required to observe the safety rules of the academy.**

- 1. All visitors must sign in at reception each day, and wear a visitors badge in a prominent position. (Checks will be carried out to confirm the visitor's identity.) Visitors must also sign out upon leaving the premises and hand in their visitors badge.**
- 2. All visitors will be collected from reception by a member of staff.**
- 3. No smoking is allowed on the academy site.**
- 4. Any hazards encountered or accidents occurring whilst on the premises must be reported immediately to the academies Health and Safety Officer, Miss H. Sharples or Site Manager, Mr P. Brown.**

Safeguarding

Rose Bridge Academy has a statutory duty to safeguard students in its care, as well as to its staff. To allow this to happen please ensure that your working practice and behaviour has regard to the following:-

- 1. Adults working in or visiting the academy are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.**
- 2. Adults working in or visiting the academy should immediately discuss and / or take advice about any incident which could give rise for concern.**
- 3. Adults should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.**
- 4. Adults should be fully committed to safeguarding the welfare of all students by taking all reasonable steps to protect them from physical, sexual or emotional abuse.**
- 5. Mobile phones should not be used in a space where children are present (e.g. classrooms, corridors, playground.)**



ANY VISITORS, INCLUDING CONTRACTORS, WHO COULD HAVE REGULAR CONTACT WITH STUDENTS WILL BE REQUIRED TO HAVE UNDERTAKEN AN ENHANCED DBS DISCLOSURE.

Staff Development

As part of their induction, new staff will be made conversant with the policy for visitors and asked to ensure compliance with its procedures at all times.

This policy will be available to all staff and parents on the website.

Jill Jones – Business Manager
Next review date: October 2016

➤ .