



Visitors Policy

For

TRINITAS ACADEMY TRUST

TRINITY SCHOOL

This policy supports the Trinitas Principles as outlined below;

We will share responsibility for all of the children in all of the schools.

We will recruit high quality staff because the quality of Trinitas Academy Trust is determined by the quality of those who work within it.

We will value our staff by respecting their professional competence, through robust monitoring, challenge, and support and by rewarding them for their contribution to Trinitas Academy Trust.

We will ensure outstanding achievement for children and staff by being strategic, aspirational and not afraid to innovate.

We will teach our children through a curriculum that engages and motivates them, celebrates success, meets their individual needs and prepares them for the future.

We will provide the best possible learning environment, which is inspiring for both pupils and staff.

We will ensure that the systems within the Trust and the organisation of the Trust are coherent, robust and offer best value for money.

We will be wholly committed to promoting the Anglican Ethos of the Trust by being distinctive yet inclusive.

We will hold true to our values and aspirations, without compromise.

Purpose: To have in place a clear protocol and procedure for the admittance of external visitors to the school and is understood by all stakeholders and conforms to child protection and safeguarding guidelines.

Policy Owner: Trust Safeguarding Lead

Audience: All stakeholders

Copies are available: *Website and school office*

Date agreed by Principal: 12 March 2019

Date circulated to Governors:

Review Date: 11 March 2021 or sooner should any legislation affect the contents of this policy.

Linked policies include: Anti Bullying Policy, Attendance Policy, Behavioural Policy, Home School Agreement, Safety Policy, Risk Assessments, Prevent Policy, Safeguarding and Child Protection Policy, Health & Safety Policy, SEN Policy

Induction

Visitors are welcome to Trinity School as they make a valuable contribution to the life and work of the school in many different ways. The learning opportunities and experience that visitors bring are encouraged and appreciated.

The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure. It is the school's responsibility to ensure that the security and welfare of its pupils is not compromised. The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff and will ensure that this duty is implemented at all times. Failure so to do may result in the visitor's escorted departure from the school site.

This policy and procedures should be read in conjunction with the relevant sections of the **London Safeguarding Children Procedures**. This policy also reflects the requirements of **Working Together to Safeguard Children (July 2018)** and **Keeping Children Safe in Education (September 2018)**.
<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2> and the **Prevent Strategy Guidance**

All breaches of this procedure must be reported to the Principal (or Vice Principal in the absence of the Principal) with immediate effect.

Equality Statement

Trinity School is committed to promoting equality and preventing discrimination on the grounds of disability, ethnicity, gender, age, religion or belief and sexual orientation.

The policy applies to:

- All external visitors entering the schools site, including those running extra-curricular activities during or after the school day (including, sports coaches, and subject related activities)
- All Trustees and Governors
- All parents and volunteers
- All pupils (including those from other schools)
- Other Education related personnel
- Building and Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport pupils (including minibuses or coaches)

Visitors may come to the School for a variety of reasons – for example

- As a parent visiting a teacher or other school staff
- To take a club or activity
- To speak to a class or a Key Stage group
- As a contract worker

Protocol and Procedures

Visitors to the School

All visitors to the school may wish to read the Safeguarding and Child Protection Policy before entering the school; this is available on the school website (www.trinity.bexley.sch.uk).

Visitors must also provide proof of identity at the time of their visit and they must follow the procedure below.

- **All** visitors must report to the school office/ reception first and must not enter the school via any other entrance.
- At the reception, all visitors must state the purpose of their visit and who has invited them.
- They should be ready to produce formal identification upon request, unless they are on a Approved Visitors List.
- Visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors must be given information about fire safety evacuation and safeguarding procedures.
- 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 whilst they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

Departure from Trinity School

On departing the school, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- Vacate the School site

Unknown/Uninvited Visitors to the School

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.

They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or Senior/Middle Leader) should be informed promptly.

They will consider the situation and decide if it is necessary to inform the police. 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.

Governors and Volunteers

All Governors and volunteers must complete a DBS check via the School office.

New Governors and volunteers will be made aware of this policy and its procedures as part of their induction.

New volunteers will be asked to comply with this policy by the staff they first report to as well as the office staff when coming into school for an activity or class supporting role.

New staff

New staff, as part of their induction, will be made conversant with this policy for external visitors and asked to ensure compliance with its procedures at all times.

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- A. Confirmation from their company that have a current clear enhanced DBS check AND
- B. A current clear DBS children's barred check has been undertaken AND
- C. Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book).

A copy of the Approved Visitor List will be kept behind reception at all times.

Specific guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement the school's planned programmes or schemes of work and are in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.

- Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Safeguarding and Child Protection, and Risk Assessments (if requested).
- That the relevant school staff must be made aware of the intended visit and remit of the visitor, e.g. the Principal, office staff and that the visit is logged on Outlook Calendar.
- Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the pupils are given time to reflect on what they have learned.

The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, ensure the Finance Officer is aware that fees are to be paid. A VAT invoice will need to be provided for payment to be made (if applicable)

Contractors

Contractors include people engaged to perform work who are not directly employed by the school. In many instances work processes will be carried out near classrooms, playgrounds or other areas occupied by pupils/students or staff while the school is in operation.

It is important that good lines of communication between the school and contractor are established before work commences to ensure that health and safety issues and supervision are appropriately managed.

Appropriate supervision is deemed to be where the work is either in an area which is constantly supervised or within eye sight of a member of the school's workforce, or where the work being carried out is physically cut off from the children by means of closed doors, fencing or gates. There should be no opportunity for children/young people to engage in conversation with a contractor without being observed by another member of staff. If the school is concerned with inappropriate activities being undertaken these should be raised immediately with the Contractor and the Principal.

Use of External Agencies and Speakers

Trinity School will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and Trinitas Academy Trust and Trinity School's values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages and activities are matched to the age and needs of pupils.

External speakers and external visitors must take great care to ensure they do not create an intimidating, hostile, degrading, humiliating, or offensive environment for others at the School. Therefore all speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience - or could reasonably fear - harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:

- Ethnicity or race
- Religion and belief- including non religion and belief
- Sexuality- heterosexual, bisexual, lesbian, gay
- Gender

- Disability
- Transgender status
- Age
- Civil partnership and marriage
- Pregnancy and maternity

If an external speaker or external visitor contravenes this guidance, we reserve the right to immediately shut down an event and to ban that speaker or visitor from the site. The school will contact the other schools within Trinitas Academy Trust to ensure that they are also aware that the external speaker material and comments were inappropriate.

Visiting Speaker Agreement

At Trinity School we understand the importance of visitors and external agencies engaged to enrich the experiences of our pupils. In order to safeguard our children we expect all visiting speakers to adhere to the statements below.

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are matched to the needs of pupils
- Visitors (not on the approved list) will be accompanied by a member of staff at all times.

Monitoring and Evaluation

The suitability and impact of all visitors invited into school to work with the children will be assessed before and after each visit.