




# VISITORS IN SCHOOL POLICY

November 2023

Responsibility	Headteacher
Date of next review	November 2024

Signed:   
Chair of Governors

Date: 26.10.2023

Signed:   
Headteacher

Date: 26.10.2023

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## INTRODUCTION

The Aspire Academy is keen to work closely and proactively with parents, commission schools, contractors, members of the local community and other agencies whilst recognising our fundamental duty is to protect the safety and welfare of all our pupils. In order to do this we must establish effective policies and procedures for managing the risks presented by adults to children; the management of these risks is to ensure the School makes the necessary checks on all visitors before they enter the School.

**'Visitors' are defined as parents/carers, maintenance and building contractors visiting/working on site, volunteers and any other person who is not a pupil or a member of staff employed by the school.**

The Headteacher and the School's Health & Safety Committee are responsible for implementing the 'Visitors in School Policy' and will, as necessary, review from time to time the effectiveness of the arrangements within it.

As a school we are committed to taking all reasonable precautions in safeguarding the health and safety of visitors. First and foremost, therefore, such precautions must start in ensuring the safety and promoting the welfare of both staff and pupils through the implementation of our Health and Safety policy. In doing this we can be assured that, "as far as is reasonably practicable", members of the public are given equal consideration and are not adversely affected by bad working practices. Equally, the School reserves the right to carry out appropriate risk assessments on all work activities involving visitors. If hazards are identified, the necessary action will be taken to eliminate them or reduce them to an acceptable level. Should they occur, all accidents (however minor and whether they cause injury or not), incidents or dangerous occurrences involving visitors must be reported to the main office and will be investigated if applicable.

Visitors will also be provided with such information and instruction to enable them to carry out their duties safely and competently.

## SITE ARRANGEMENTS

The school will do everything possible to ensure an adequate means of safe access to and egress from the site.

**SPEED AT ALL POINTS ON THE SCHOOL PREMISES MUST NOT EXCEED 5 M.P.H.** Vehicles parked on the School site are done so entirely at the owner's risk. Visitors must park in the allocated spaces in the School car parks. Cars should not be parked without due regard to possible access by emergency vehicles.

**All** visitors must report to reception immediately upon arrival and sign in on **Inventry**. They will be required to wear a visitor identification badge at all times during their visit, which must be returned when they sign out.( also on **Inventry**)

Visitors must remain in the main reception area until received by an appropriate member of staff.

The school is a **NO SMOKING and NO VAPING** site; this includes the outside recreation area and car park.

The use of alcohol and/or illegal substances is strictly prohibited. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on school premises. The School will not tolerate

abusive and threatening behaviour by visitors on site and reserves the right to inform aggressive visitors in writing that they are banned from the site without prior appointment. If visitors feel unwell or suffer an accident whilst on school premises, they should report to reception in order to access first aid facilities and assistance from a qualified first aider.

***To be read alongside Managing Violent and Abusive visitors policy 2022.***

## **SAFEGUARDING PROCESS FOR VISITORS/TEMPORARY STAFF**

Following the guidelines below will ensure we meet our safeguarding responsibilities with regard to visitors and temporary staff:

### **Visitors:**

- ▶ The Aspire academy will ensure that each person has signed in using the **InVentry** electronic signing in system and is given a visitor badge which they must wear visibly at all times whilst on site.
- ▶ Visitors will read the 'Safeguarding Advice for Visitors' on the **InVentry** signing in system and acknowledge this on the system, a leaflet detailing this information will be given to each visitor for future reference.
- ▶ Contractors will not be left unsupervised unless an enhanced DBS is brought along with them.
- ▶ Visitors will be made aware of any special circumstances/considerations i.e. Covid 19

### **Temporary/Supply staff:**

- Supply staff will undergo an induction with the Deputy Headteacher, which covers areas such as safeguarding and the staff handbook.
- A request will be made for photo ID and their DBS certificate if necessary.
- Visitors will be made aware of any special circumstances/considerations i.e. Covid 19

### **In addition, all visitors to the school are made aware of the following:**

- Compliments, Concerns and Complaints
- 'Prevent' Strategy
- Fire Evacuation Procedure including any planned fire alarm evacuations.
- And safeguarding agreement on **InVentry**.

## **CONDITIONS FOR MAINTENANCE/BUILDING CONTRACTORS**

It is to the mutual advantage of the School and the contractor that responsibility to each other and their employees is clearly recognised and understood and that, by co-operation, they are able to achieve the highest possible standard of safety and operation during the course of their work.

Control of the activities, whether it is for maintenance visits or small contractual projects, will fall to the responsibility of the Headteacher, assisted by the Director of Operations and Director of Lifelong learning who will ensure the following:

- All contractors must satisfy the School with regard to insurance indemnity.
- No unaccompanied inspections are made and any work undertaken is carried out under safe conditions, e.g. the isolation of machinery, provision of safe access etc.
- The Site Staff will monitor the contractors' operation while on site.

## **EMERGENCY EVACUATION PROCEDURES**

Contractors working on site will be informed of the fire evacuation procedures before commencing work. These are also displayed in the main reception area and at locations around the school. Contractors must make themselves aware of the escape routes.

In the event of an emergency evacuation being required the fire alarm will sound.

Those contractors working on site will evacuate the building in accordance with correct procedure and proceed to the fire assembly points, at the rear of the building.

All visitors in school should evacuate rooms quickly and orderly following the guidance of the member of staff in charge.

Visitors working alone are potentially more vulnerable and should already have been alerted to the emergency evacuation procedures for the area in which they are working. The fire procedure is posted in every room and at other locations around the School. They should therefore vacate the building quickly and in an orderly way as instructed. If in doubt, they should evacuate the room and report to the nearest member of staff for safe escort.

All doors and windows should be closed if possible and safe to do so.

A check is taken on the safety of all pupils, staff and visitors at the evacuation point located outside at the rear of the building.

Once at the evacuation point, all visitors should report that they are safe to a member of the Admin staff who will be in possession of the visitor's book. Visitors should remain at the evacuation point until otherwise instructed by the Headteacher or Deputy Headteacher.

To be read in conjunction with the following policies;

- The Aspire Academy Health and Safety policy 2023
- The Aspire Academy Safeguarding policy 2023
- Managing Violent and Abusive Visitors ( including parents) policy 2023