



L.E.A.D. Academy Trust

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Academy Visitors Policy and Procedures

Policy Statement

Uplands Junior L.E.A.D. Academy assures all visitors a warm, friendly and professional welcome to Uplands Junior L.E.A.D. Academy, whatever the purpose of their visit.

The academy has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to „safeguard“ all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the academy recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Academy therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the academy site.

Policy Responsibility

The Business Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the academy's headteacher and designated safeguarding lead as appropriate. All breaches of this procedure must be reported to the Business Manager and/or headteacher.

Aim

To safeguard all children under this academy's responsibility both during academy hours, curriculum and out of school hours activities which are arranged by the academy. The ultimate aim is to ensure that students at Uplands Junior L.E.A.D. 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 academy which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding 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 (i.e. within the academy boundary fence), during normal academy hours, during after academy activities and on academy organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the academy and LEAD Academy Trust
- All external visitors entering the academy site during the day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the academy
- All parents and volunteers
- All pupils
- Other Education related personnel (LA Advisors, Inspectors etc)
- Building & Maintenance and all other independent contractors visiting the academy premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the Academy

All visitors to the academy may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the academy via any other entrance under any circumstances.
- At 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.

- All visitors will be asked to sign in using the electronic system which is in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge (either red or green in colour) – the badge must remain visible throughout their visit.
- 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved List.

Any visitor attending the academy on a 'one off' visit or who is potentially not going to have an enhanced DBS must make that known to the member of staff booking them.

A visitor form and risk assessment will then be completed by the key member of staff. This must be seen, approved and signed by the Headteacher prior to their attendance at the academy. A copy will then be held by the office for reference and verification.

Approved List

The Academy will hold an approved visitor list for visitors who frequently visit the academy site to undertake work within the academy (including contractors and supply staff). This is held on the academy single central record.

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

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the Academy's Central Record (a current DBS is defined as no more than 3 years old) AND
- b) A current clear Barred List check has been undertaken by the academy's business manager or AND/OR
- c) They have the written authorisation of the Headteacher or Business Manager to travel around the academy site unaided.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in). A copy of the approved visitor list will be kept by reception at all times.

Visitors Departure from Academy

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

- Sign out via the electronic system recording their departure time alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the exit of the academy ensuring the visitor does not re-enter the academy site, (potentially breaching security).

Unknown/Uninvited Visitors to the Academy

Any visitor to the academy site who is not wearing an identity badge should be challenged, by an appropriate adult, politely to enquire who they are and their business on the academy site.

They should then be escorted to reception to sign in and be issued with an identity badge. The procedures under “Visitors to the Academy” above will then apply

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Business Manager (or Senior Leader if neither is available) should be informed promptly.

The Headteacher / Business Manager or Senior Leader 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 academy grounds, police assistance will be called for.

Governors and Volunteers

All governors and parent helpers must comply with DBS procedures, completing a DBS disclosure form (if not already held) via the Academy office.

The Academy must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, normal visitor procedures should apply. Please note that Governors should sign in and out using the electronic signing in system.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors.

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

Staff Development

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

Linked policies

This policy and procedures should be read in conjunction with other related academy policies, including:

- Safeguarding Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Security Policy
- Fire Safety Policy

Policy Review

The policy will be reviewed in September 2024

Signed _____ Lucy Carlisle _____ Date ____10.5.23_____

Appendix 1 – Visitor form and risk assessment

Uplands Junior L.E.A.D. Academy Visitor Form for working with children (to be given to Headteacher prior to visitor entering Academy)

Name of teacher responsible for visitor: _____

Name of Visitor:	Contact Details:
Date of Visit:	Year groups involved:
Aim of visit:	Cost:
How did you hear / find out about this person / group?	
Location/Organisation/Special Arrangements:	

Checks prior to visit: (have you checked for extremist / radical views?)

Website checked?	Yes / No	Google search completed?	Yes / No
Other checks (please specify):			

On visit/first visit:

Academy visitor agreement form signed (pages 5-6)

Photo ID seen ☐ Type of ID _____
(not applicable for parents)

DBS seen ☐
(if applicable) Disclosure No. _____

Form completed by: _____

Headteacher: _____

Please give completed form and signed visitor agreement to the Academy office.

Brief outline of activities to be undertaken whilst in Academy:		Risk Level: 1 = Low = Minimal risk of an injury 2= Low/Medium 3= Medium= Medium Risk of injury/harm 4= Medium/High 5= High= High Risk of Injury or Death
During time in Academy:		
Hazards	Control Measures	Risk level following control measures (Put in the risk level)
Health and safety whilst on Academy premises		
Lifting and carrying	<ul style="list-style-type: none"> Visitors should make the academy aware of any factors that would prevent them from lifting and carrying items as part of the normal academy day. These may include items such as books, chairs or PE equipment. If a visitor does not feel comfortable lifting or carrying an item, it is their responsibility to make this known to the class teacher. 	
Using Academy equipment	<ul style="list-style-type: none"> All visitors must take personal responsibility for their safety whilst on site. If a piece of equipment does not seem suitable for them to use, e.g. A small chair, they should make this known to the class teacher before any injury occurs. 	
Risk of fire	<ul style="list-style-type: none"> Visitors must ensure they always sign in and out of the academy to ensure an accurate fire register is available. In the event of a fire, visitors must follow the academy policy, evacuate the building and not re-enter until they are told it is safe to do so. If the visitor would require assistance or a PEEP whilst at the academy then they must make that known to the member of staff they are working with. 	

Safeguarding of pupils and adults		
Understanding of statutory safeguarding expectations.	<ul style="list-style-type: none"> • Visitors must report any concerns immediately to either the class teacher or designated safeguarding lead. • Visitors must record any concerns on the 'record of concern' form and pass straight to the class teacher 	
Working alone	<ul style="list-style-type: none"> • Visitors should not be left to work alone with pupils or be left in the classroom with pupils without an employed member of academy staff present. • If a visitor is asked to work in a space/complete a task in which they would be alone with a pupil, they should raise this concern with the class teacher/DSL. 	
Photographs	<ul style="list-style-type: none"> • Visitors should only take photographs of children with the consent of the Headteacher and for the purpose of the visit. • All photographs should be taken on an academy device and should not leave the academy premises. • Visitors should be made aware of any children without consent for photographs in the class in which they are in. 	
Pupils being injured	<ul style="list-style-type: none"> • If a child is injured whilst working with a visitor, the visitor must first ensure the child receives appropriate medical help from an employed member of academy staff. • Following any accident or injury, the visitor must ensure the class teacher is fully aware of the circumstances surrounding the injury and the actions taken. • In no circumstances should visitor treat a pupil alone. 	
Roles and responsibilities	<ul style="list-style-type: none"> • Visitors should understand that they are not employed by the academy and must follow the academy code of conduct rules. • If a visitor is unsure of their role at any time they should consult the class teacher/Headteacher. • Visitors should not be expected to take on duties specific to an employed member of staff e.g. Marking, playground duties etc. but may ask to be involved in certain aspects if this helps them further understand the teacher's role. 	
IT/Confidentiality/ Social Media	<ul style="list-style-type: none"> • Visitors should not use or put anything on social media relating the academy. • In line with safeguarding documents and academy policy, visitors should understand confidentiality 	

	within the academy and their role. Any queries or concerns about confidentiality/social media should be directed to the class teacher or Headteacher at any point during the visitor's time in the academy.	
Medical needs		
Allergies	<ul style="list-style-type: none"> • If a visitor has any allergies that may affect their time spent in the Academy, they must inform the class teacher they are working alongside. • Any medications that the Academy visitor requires during the Academy day should be kept securely with the visitor and not left anywhere that a pupil may access it. 	
Other medical needs		
Additional		

