

Visitors Policy

Date: September 2020

Review date: September 2023

Introduction

Visitors are welcome at Lime Trust and its academies, especially as they often make an important contribution to the life and work of our schools in many different ways.

It is the Trust's and its academies' responsibility to ensure that the security and wellbeing of our pupils is not compromised at any time and that visitors comply with the below guidelines at all times.

This policy applies to all visitors invited to the Trust and its academies by a member of staff. All staff will be informed of this policy as part of their induction.

Purpose

- a) To have in place a clear procedure for the attendance of external visitors to our schools, which complies with the "Keeping Children Safe in Education" guidance and is understood and followed by all our staff and visitors
- b) To safeguard all pupils under our responsibility when at school, at arranged activities under our direction and out of school/after school
- c) To ensure that the Trust and its academies always put our pupils first, and enable them to learn and enjoy extra-curricular experiences in an environment where they are safe from harm

COVID19

As a consequence of the COVID19 pandemic, there is a change to our normal visitors policy below - please refer to Appendix 1 instead, which will be followed by all Lime Trust staff for the foreseeable future.

General Visitors (this includes all visitors with the exception of those mentioned separately below)

When a visitor is invited to the Trust and its academies, they should be informed that they are required to bring formal identification with them for their visit and follow the procedures below:

On arrival:

- a) All visitors must report to the main school office; they must not, under any circumstances, enter the school they are visiting via any other entrance
- b) At the main school office, all visitors will be asked to complete the 'visitors to school' form (please see Appendix 2), which requests them to state the purpose of their visit. They should be ready to produce formal identification at this point
- c) All visitors should sign in using our visitors system. They will be issued with a badge and a visitor's lanyard (see appropriate lanyard colours below, unless we are following the COVID19 procedures in Appendix 1 instead)
- d) Ideally, the office will be notified of visitors due for appointments, which can be pre-booked on our visitors system and registered to the relevant member of staff
- e) All visitors will wait in reception for their designated staff member and will be accompanied at all times
- f) All visitors will be provided with a copy of our visitors information leaflet on arrival for their visit
- g) In case of a fire evacuation, the point of contact must ensure that the visitor leaves the school buildings and assembles at the designated points as displayed around the school they are visiting

On departure:

- h) All visitors should leave via the school office and sign out using the signing in/out system
- i) Visitors should return their lanyard and visitors badge to reception (unless we are following the COVID19 procedures in Appendix 1 instead)
- j) Visitors do not need supervising to the car park, as the site is secure once they leave the reception area; however, they must ensure that they close the school perimeter gates on departure.

Lanyards:

Grey: DBS checked visitor
Lime Green: Lime Trust Staff

Green: Academy Staff
Red: Non-DBS checked visitor (should be accompanied by a member of staff at all times)

Unknown visitors

Any visitor to the Trust and its academies who is not wearing a school lanyard and 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 in using the visitors system, issued with a school lanyard and identity badge, and follow the above procedures (unless we are following the COVID19 procedures in Appendix 1 instead).

In the event that any visitor refuses to comply, the Headteacher/Deputy Headteacher should be informed promptly and the visitor will then be asked to leave the site immediately. The Headteacher/Deputy Headteacher will decide if it is necessary to inform the police and/or the Local Authority Designated Officer (LADO).

If any 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. The Headteacher/Deputy Headteacher will decide what further action to take, which may include seeking legal advice or police contact.

Supply/Agency/External/Regular Workers/Contractors

There is a requirement in the “Keeping Children Safe in Education” guidance that we obtain an annual letter (see Appendix 3) from all agencies to ensure they are complying with the necessary pre-employment/safer recruitment practices checks as per the guidance.

For all staff that fall into this category, information should be recorded onto the single central record (SCR), and, on their first arrival at the school, we should verify the person’s ID and record it on the SCR, as well as their DBS information, which should have been supplied by the agency.

All staff and any agency staff used on a regular basis should sign to say they have had an induction, read and understood key policies and will adhere to them. We should record the date of induction and policies received.

Once the above checks have been done, they can be allowed to carry out their duties in school unsupervised and should use the school’s signing in and out system.

Student Teachers

Student teachers will follow the same guidelines/induction as supply/agency staff. Students on placements for a week or more can be issued with reusable ID badges and their information recorded on the SCR.

Students should not commence a placement with the school until their ID and DBS clearance information has been received and verified. All students should be given on site induction and be allocated a mentor whilst on site.

There will be times when students may have their supervisor attend site to observe them. They should be asked to provide verification of ID on arrival and should always be accompanied.

Governors

All Governors are required to have their ID verified and an enhanced DBS, which will be recorded on the SCR prior to attendance at meetings. Governors are required to sign in and out using the visitors system when they come on site.

Lime Trust Staff

Lime Trust staff will have undergone the appropriate safeguarding checks. Trust staff who are regular attendees at a particular school should be placed on its SCR. Staff who may not have been on site previously will be required to provide ID for verification and should also have their Lime Trust/Academy ID badge with them.

Volunteers

All volunteers must attend a “volunteer induction” once a year before they can help in school. This induction is designed to ensure that they are informed about how they will work in the school in terms of health &

safety and in compliance with rigorous safeguarding practice.

All volunteers will require an enhanced DBS, as there will be times when they will be left unsupervised with children, especially when helping on educational trips. A volunteer risk assessment will also be required to be undertaken before any volunteer starts at the school (see Appendix 4). All volunteers will be required to be entered onto the SCR.

All volunteers must sign in using the visitors system and wear a volunteer lanyard (unless we are following the COVID19 procedures in Appendix 1 instead)

Should any concerns be raised about a volunteer, this should be reported immediately to the Headteacher/Deputy Headteacher/Designated Safeguarding Lead (DSL).

Policies to be given at induction

This policy should be read in conjunction with the following related policies:

- a) Volunteers agreement
- b) Visitors Information Leaflet
- c) Safeguarding Policy
- d) Code of Conduct
- e) ICT Acceptable Use Agreement
- f) ICT Equipment Policy
- g) Health & Safety Policy
- h) Confidentiality Policy

Appendix 1 – COVID19 Visitors on Premises

These guidelines cover anyone who is not staff and comes into any Lime Trust school site and/or building during the Covid-19 pandemic. These guidelines will stay in force until further notice. They will be communicated to all parents, published on our websites, and an easy-to-read summary will be displayed at all entrances to Trust sites.

VISITORS - GENERAL

- All visitors to site will only be admitted to the school premises (i.e beyond the school gate) with a prior appointment
- Visitors will only be admitted into the school buildings if the correct safety protocols have been adhered to
- No-one will be admitted onto the school site without speaking to a staff member through the intercom
- Office staff will remain behind the glass sliding doors as far as possible
- Visitors will be required to sign in and out using the electronic system
- All visitors will be asked to supply either an email address or a telephone number should they need to be contacted under track and trace guidelines
- Where possible, visitors will be issued with a disposable visitors label on arrival, which must be worn at all times
- A hand sanitiser dispenser will be available in the main reception area, and all visitors MUST use this before entering the building
- All visitors should be advised that 2m social distancing must be maintained at all times, unless a member of staff agrees that an alternative protocol is appropriate
- The Trust and its academies reserve the right to ask visitors to wear a face covering
- Please do not bring any unnecessary items into the school. You may be asked to leave items at reception.

PARENTS COMING INTO SCHOOL

Parents may only come onto school premises at the agreed drop-off and collection times and will not be allowed into the school buildings. Except for emergencies, and in the case of a child being unwell, or suspected of having Covid-19, requests for alternative times must be agreed in advance. Please ensure your child has everything they need before leaving home, and before you leave them at school. Delivery of forgotten items will not be accommodated. If you need to communicate with the school office, please do so by email or telephone.

DELIVERIES

Any deliveries to the Trust and its academies must be made using the following procedure - the courier needs to telephone the school site or use the intercom to be given permission to enter the site. Safe protocol is for parcels to be placed close to school premises and 2m social distancing maintained at all times. If there is a requirement for goods to be signed for, staff should maintain a 2m distance, and delivery personnel should accept this.

CONTRACTORS/MAINTENANCE WORKERS

Where possible, anyone whose visit to one of the Trust's school sites falls into this category should not be allowed onto site whilst children (and ideally staff) are present. They will only be admitted during the school day if prior consent has been given by a member of the Senior Leadership Team. They should be supervised at all times, and normal safety measure for visitors to the school should be maintained at all times.

Anyone visiting school but not following the safety measures in place may be asked to leave the premises.

Any concerns regarding anyone not adhering to these guidelines should be notified to the Headteacher at the earliest opportunity.

VISITING LIME TRUST SCHOOLS DURING THE COVID-19 OUTBREAK

Visitors to our schools must have an agreed appointment. You will only be granted access to the building once a staff member is satisfied that you are fully aware of our safety procedures, and that sanitising protocols have been followed.

- Please do not attempt to enter any of our school buildings until you are invited to do so by a member of staff
- You will be greeted by office staff who will speak to you through a glass window and remain behind it as far as possible
- You must sign in via the electronic sign-in machine and ensure you leave a contact email or telephone number for track and trace purposes
- If possible, you will be issued with a disposable visitors label on arrival, which must be worn at all times
- You must maintain social distancing of 2 meters from any adult or child whilst on our premises
- You must use a hand sanitiser (there is one provided at reception) before entering our building and disinfecting wipes will be available to wipe down the signing in machine
- Frequent hand-washing/sanitising during your visit is recommended, particularly when moving between different areas in the school
- We take the safety of our staff and pupils very seriously. Failure to adhere to these guidelines may result in you being asked to leave the premises
- You may be asked to wear a face covering
- Please do not bring any unnecessary items into the school. You may be asked to leave items at reception

Appendix 2 - Visitors Form

Visitors, Agency and Contractors

Please complete ALL sections of the form below:	
Date on site:	
Name:	
Employer: Company address:	
Role:	
DBS Type: (Enhanced, Standard) (Children/Vulnerable Adults)	
DBS No:	
Issue Date:	
Does the DBS have any convictions recorded? Y/N (If yes, further investigation may be required)	
ID Checked*: *Please indicate the type of ID seen i.e. Driving Licence, Passport, Biometric Residence Permit (BRP)	
ID checked/evidenced by:	
Name of person you are attending site to see:	
Contact email address or telephone number:	

Appendix 3 – Agency template letter

Date XXXXX

Dear Sir/Madam

Re: Safer Recruitment Evidence & Disqualification by Association Check

We are currently undertaking an audit of our safeguarding policies and practice. As a company that we have worked with over the last 6-12 months and hope to continue to work with in the future, I would be grateful if you could send me information (and evidence) about your safer recruitment policies and practice (from initial advertisement through to induction) and information about regular training and renewal of checks.

We are asking for this information to evidence that we only work with agencies that adopt the highest standards in recruitment and induction, following safer recruitment guidelines and standards.

Also, as required in the statutory guidance “Keeping Children Safe in Education”, we need written confirmation from you that all staff you supply to us have completed an annual disqualification by association declaration:

‘Schools must ensure that any external agency providing relevant staff in relevant settings carries out these checks prior to placing them in the school and obtain in writing confirmation from the agency that such declarations have been made by the agency staff concerned’

(For ease, I attach a copy of a suggested declaration that we have adapted for our staff to use.)

Whilst writing, could I remind you that we expect all supply staff to arrive with proof of identity and for the academy to have already received vetting information prior to their arrival. Vetting information should be sent to the following email address:

Enter email address of designated Admin contact

Please ensure that the vetting information also includes confirmation of teaching qualifications or the teacher reference number.

Thank you in advance for your assistance with this; if you have any questions or queries, please do not hesitate to contact me.

Yours faithfully

Name

Risk Assessment for Volunteers

Name of volunteer:	Type of volunteer work:
Intended date of volunteering:	Manager responsible for volunteer:
Questions:	Considerations:
Has the applicant filled out a volunteer application?	Yes/No If yes, proceed with risk assessment If no, an application form must be completed prior to volunteering
Has the applicant provided a minimum of one employment/personal reference as part of their application?	Yes/No If yes, proceed with risk assessment If no, a minimum of one reference must be received prior to volunteering
Will the volunteer undertake regulated activity? i.e. is the work: <ul style="list-style-type: none"> ➤ unsupervised; ➤ undertaken once a week, four or more times in a 30-day period or overnight; and ➤ provides the opportunity for contact with children? 	Yes/No If yes, an enhanced DBS is required along with an overseas check if the volunteer has lived in another country for a period of six months or more within the last five years, in the form of a 'Certificate of Good Conduct' or similar criminal records check from the country in question
If the volunteer is undertaking regulated activity has an enhanced DBS been requested?	Yes/No If yes, enter the date the DBS was requested If no, the volunteer must not undertake any duties at school until the DBS has been received
Has the DBS certificate been received?	Yes/No If no, no volunteer can start at the school until the certificate has been received

	<p>If yes, does the certificate contain any criminal record information? If yes, carry out the DBS disclosure risk assessment to determine whether the disclosure is suitable in the opinion of the school</p>
<p>Is the individual barred from working with children?</p>	<p>Yes/No</p> <p>If yes, it is an offence for barred people to work with children or to apply to work with children. The school must report this to the appropriate body/DBS</p> <p>If no, the individual can start volunteering at the school</p>

Responsible manager for volunteer:.....

Date:.....

