




Visitor's policy

November 2023

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| Signed (Chair of Trustees): |  |
| Date: | November 2023 |
| Review: | November 2024 |

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved.

This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

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1. Purpose

At Arbor Academy Trust we have high expectations of all members of our school community. We believe in valuing the efforts of all and work hard to enable everyone associated with the school to fulfil their potential and contribute positively to their educational experiences.

We take all aspects of safety very seriously within all of our schools across the Trust. The well-being of our children and staff are central to everything we do. This policy relates to all visitors to our school, ensuring they are able to keep themselves and our children and staff safe. A visitor is defined as somebody who is not a current pupil or member of school staff. The term visitor includes past/prospective pupils and staff, as well as parents, consultants, contractors, volunteers, Local Authority employees and members of the public.

2. Responsibility

Head of School at each school retains overall responsibility for security and safety on site, this includes all visitors.

HR Manager/HR officer has the responsibility to ensure that the Single Central Record (SCR) is fully completed at each school and up to date and that every adult with access to children (either on site or during off-site trips) has undergone the necessary safeguarding checks working in conjunction with a member of office staff at each school and the Head of School.

Office Staff lead has the responsibility to ensure that daily agency staff, contractors and visitors are checked and added to SCR and DBS, ID and safeguarding checks.

All staff

Staff who are inviting guests into school have a responsibility to ensure that the proper checks have taken place and that they have the authority to do so by the Head of School. It is important that the office is made aware of all visitors due at the school to ensure that all appropriate actions are taken prior to the visitor coming in to school.

Staff must notify the Head of School, HR and office staff listed above. The office staff will carry out safeguarding checks upon arrival and the administration for educational visits and the Head of School will verify these documents.

It is the responsibility of all staff members to challenge visitors who they do not recognise or who appear to have not followed signing-in procedures.

3. Safeguarding - Good Practice

We are acutely aware that children see every individual in the building as 'safe' and that they do not discriminate between staff, visitors, parents, etc. With this in mind we work hard to ensure that all the relevant safeguarding checks are completed and the Single Central Record (SCR) is fully completed, reflecting all adults who have regular or infrequent contact with our children.

There are 2 types of routine checks completed by the school:

- Children's Barred List (List 99) checks, which are refreshed if required
- Full enhanced Disclosing and Barring Service (DBS) checks (its best practice for us to update these, every 3 years) recorded on the SCR.

A) Children's Barred List (List 99) checks

These only check whether the individual's name is on the list of people barred from working with children. The check requires the individual's full name and date of birth. We routinely complete this type of check for individuals who will be working with children but will be accompanied by a member of staff at all times. The type of individuals who are Children's Barred List checked are:

- Parents who are helping out as one-offs (trips, school events, etc)
- Volunteers who are helping out as one-offs (school events, etc)

Note: Anyone with just a List 99 will be allocated to a member of staff with a cleared DBS and will not be left alone whilst in the building.

b) Full enhanced DBS checks

These checks investigate the complete criminal history of the individual and will show all convictions, reprimands, cautions and warnings, even if these took place a long time ago. The check requires the individual to provide 3 different types of identification; such as a passport, driving license, etc. The check also requires information on any previous names used and a minimum of 5 years' address history.

There are 2 types of DBS checks recorded on the SCR; DBS checks that we complete ourselves (using the Strictly Education Portal) and checks which have been completed by a third party. This is evidenced on the DBS certificate itself, where the company and person authorised to undertake the check are recorded.

c) DBS Checks made by the school

The school uses the Strictly Education online checking system. This is accessed through an online portal that is password protected and currently only accessed by the Trust HR Manager, HR Officer and Office Managers at each school. The school completes DBS checks on the following groups:-

- School staff
- Trustees, Members and Governors
- PTA committee members
- Parents who volunteer regularly

d) Third party DBS checks

For many years, we have also collected DBS information for other regular visitors, who have been checked elsewhere. The company or individual provides these details directly to the school office and these are recorded on the SCR by HR and office staff listed above. Groups/individuals include:

- Contractors / engineers
- Long-term agency staff
- External Catering staff
- External Cleaning staff
- LA Music staff

- External after school club provider, staff
- PGCE students
- College students
- LA staff (Ed Psych, etc)
- Other (IT consultant, relief caretaker)

There are still many other visitors to the school for whom enhanced DBS information is not routinely provided or kept. These visitors are regularly in the building at various times when either pupils are on site or who have access to various activities; such as personnel/pupil information, etc. These regular visitors, who have direct unaccompanied access to children and facilities, include:

- School Nurses
- Social workers
- Counsellors

These individuals are employed and have professional links with third party bodies; such as the LA or the Health Authority. The DBS information is requested and is recorded on the SCR but sometimes both the third party and the individual are unable to provide the information, this commonly happens with Social Workers and the School Nursing Team, where the individual attending the school may change regularly. As both groups work closely with schools and routinely check their staff, if DBS information is not forthcoming, the visit may still go ahead without this, as long as staff are wearing a photographic ID badge and this is checked by the office.

If the school is unable to obtain adequate DBS information for an individual, then that person must be constantly accompanied when in the building. This includes any periods of time in the staff room, walking to rest room facilities, etc. A member of staff will escort in the corridors and throughout the building.

4. Signing-in upon arrival and visitor conduct

All visitors must come through the main front office 'visitors entrance'. They must use the electronic signing-in system. They are allocated a badge, which must be worn whilst on the site. The badge is checked by office staff and placed into a coloured lanyard.

It is the responsibility of the office staff to ensure that all visitors have signed in, allocated a badge and ensure that they are accompanied if appropriate. It is also their responsibility to ensure that visitors sign out when they leave the site, even if only for lunch.

All visitors are provided with safeguarding leaflet information when they sign-in.

Occasionally it is not possible to sign-in all visitors electronically. If the electronic system is out of order, a paper signing-in sheet is used. If the sheer number of visitors, such as at parent meetings, make the electronic system impractical, these are recorded on a paper sheet and it is the responsibility of the office to ensure that all visitors sign in and out.

It is the responsibility of all staff members to challenge visitors who they do not recognise or who appear to have not followed signing-in procedures.

It is the responsibility of the staff member who has arranged the visit to ensure that visitors conduct themselves appropriately whilst on site. Unexpected or unvetted visitors must always be accompanied by a member of staff.

Visitors must not bring anything dangerous or hazardous on to the premises. They must not smoke on the premises or carry uncovered hot drinks around the corridors or areas occupied by children. Visitors must not take photos or make recordings whilst on the premises without the permission of a member of the SLT.

Visitors must follow the directions of staff whilst on site. Any inappropriate conduct will be reported to the Head of School (or a member of the SLT) and the visitor may be asked to leave the premises.

5. GDPR requirements

The General Data Protection Regulations 2018 allow the school to record information for individuals in order to maintain a safe and secure environment and safeguard the children in their care. Photographs of individuals are retained on the signing-in system for identification purposes only. The school uses the DBS certificate to record the information required for the Single Central Record (SCR).

6. Audit and monitoring arrangements

It is important that SCR is regularly checked by CEO and/or Executive Principal, Head of School, HR, Trustee, Safeguarding governor.