



# Visitor Policy

|                     |                    |
|---------------------|--------------------|
| Document number:    | <b>25</b>          |
| Review frequency:   | <b>Annual</b>      |
| Last reviewed:      | <b>Jan 19</b>      |
| Agreed by Governors | <b>21 Jan 2019</b> |
| Next review date:   | <b>Jan 20</b>      |

# **Visitor Policy**

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

## ***Visitors whose purpose is to meet with staff:***

If you have arranged for a visitor to meet with yourself or another member of staff, please ensure that:

- The school diary (Google Calendar) is updated so that reception staff are informed in advance
- You have spoken with your visitor prior to the visit, drawing attention to the following:
  - They should park in the staff/visitors' car park (only if there is a space – they must not double park)
  - They should report to main reception and sign in, showing proof of identity and then wait to be collected by yourself (not by a pupil)
- Any visitor to the school is at all times accompanied by yourself or another member of staff to whom that responsibility is delegated
- At no point should a visitor be on their own with children
- Visitors should only use staff/adult toilets
- Meetings with visitors should take place in a suitable location (not the staffroom)
- At the end of the visit, you accompany visitors to reception where they will sign out before leaving
- If there is a fire evacuation, you accompany visitors to the dedicated assembly point.

## ***Visitors whose purpose is to work with pupils in some capacity:***

Visitors may work with students in a variety of capacities, for example, Speech & Language Therapists, Hearing Screening etc.

Please be mindful of the following guidance, which attends to safeguarding issues:

- Staff should ensure all the bullet point protocols above are complied with, as they apply equally to all visitors
- Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting by pupils around the building
- If a visitor is DBS checked and the academy has received a '*letter of assurance*' from the visitor's employer, then at times they may work with pupils unaccompanied by another member of staff. Please confirm with the school office whether assurance has been received.
- Regular visitors to the school must have a DBS check – This includes any regular parent helpers (see Volunteer Policy).
- Any visitor delivering a lesson or assembly must agree the content and tone of that with you, prior to the visit taking place. The content and tone must be in line with Trevithick Learning Academy's ethos and British Values Statement, be fully compliant with all Equal Opportunities legislation and take into account the age and ability of the pupils.