

VISITOR POLICY (including Mobile phone use guide)

STATUS:	Non - statutory
REVIEWED BY:	Principal
DATE OF APPROVAL:	January 2025
FREQUENCY OF REVIEW:	Two years
DATE OF REVIEW:	January 2027
AUTHOR:	School Manager

Rationale

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and visitors themselves can benefit from contact with the pupils and staff. Bearing in mind the importance of security, visitors are welcome in Etonbury Academy

- All pupils and adults are expected to behave in a way that is respectful and courteous to all our school community.

Policy

Visitors to Etonbury are required to:

- Enter and leave by the main entrance.
- Sign in at the main reception.
- Wear a visitor badge visibly that they are issued with by reception. (appropriate lanyard will be issued)
- Sign out and return their badge to reception before they leave.
- Dress in a way that is appropriate for a school setting.
- Keep information relating to pupils and staff confidential.
- Pass any cause for concern to an appropriate member of staff and if the concern is of a child protection nature, advice must be sought from a designated safeguarding officer without delay.
- Read the key safeguarding information leaflet - found at the main reception.
- Read the health and safety information leaflet - found at the main reception.
- Respect that the site is a non-smoking site, this includes vaping and e-cigarettes.

Unless visitors are DBS cleared, they will not be left unaccompanied on the school premises. All visitors will be under the supervision of a named member of staff. Visitors must not pass the main reception area unaccompanied.

Regular visitors

Regular visitors to school will be subject to the same safeguarding scrutiny as permanent members of staff. A register is held for regular visitors and their safeguarding policy is held on file. Regular visitors must sign in and out at the main reception and wear a visitor lanyard visibly at all times. It is the responsibility of the named member of staff to complete the relevant visitor/contractor form (appendix 2) prior to their visit. Reception to ensure all visitor checks have been processed before they are allowed on the school site on liaising with the business manager.

Key visitors information

- Visitors will be informed about the fire evacuation procedure on arrival at school - found in the health and safety information leaflet in reception.
- Visitors will be informed of the mobile phone use (Appendix 1)
- Information relating to pupils must remain confidential. If a visitor has a cause for concern the information must be passed to an appropriate member of staff and if the concern is of a child protection nature, advice must be sought from a senior member of staff without delay.

Designated Safeguarding Officers

Tanya McErlean - DSL

Michael Craddock - Deputy DSL

Jo Young - Principal

Chloe Dowden - Head of Sixth Form

Ben Sale - Head of Juniors

Additional visitor information

- Visitors will also be made aware of the context of the visit preferably, in a planning meeting or discussion beforehand.
- If a member of staff is contacted by an outside agency, contractor, or individuals requesting permission to visit lessons, observe teaching, work in the school etc., permission must be obtained from a member of the SLT and the Visitor/Contractor form completed (Appendix 2).
- Speakers at assemblies/Citizenship/lunchtime meetings, etc., need to be cleared by a member of the SLT.
- Visitors are reminded that Etonbury Academy is a “no smoking site”, this includes vaping and e-cigarettes.

All visitors on site are expected to wear their visitor’s lanyard

- Staff are expected to politely challenge anyone not wearing a recognised visitor or staff lanyard. They are then required to accompany the person to reception or inform a member of SLT.
- At reception, the person will be asked the purpose of the visit, check their identity, ask them to sign in and issue the appropriate lanyard.
- If the member of staff has any suspicion about the visitor they must inform a member of SLT immediately, and ask the person to remain in the reception area.
- Any breach of security on the site should be recorded on the site security log.

Categories of visitor

Sporting events;

- will sign in at the main reception or on the playground and will then be escorted to the sporting venue. For whole school sporting events such as sports day an alternative outdoor reception will be set up on the entrance to the field.

Music concerts;

- will be greeted by the designated ‘front of house’ for the event and ushered into the venue - total numbers will be taken for fire regulations

Parents’ evenings (including information and open evenings);

- parents will sign-in at their point of entry and will be escorted around the site by their children and/or a member of staff.

Children of Staff

As per BEST Health and Safety policy, we do not permit the children of staff to be on site unsupervised where they are not currently enrolled as a student. Breakfast and Etonbury Extra wrap around facilities are required to be booked if the member of staff is unable to supervise their child/ren.

Governors

Governors will follow the same procedures as other visitors when coming in to school. If they are to have unsupervised contact with children they will require the appropriate DBS checks.

VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons / Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders, Civic and local community leaders

- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

Important considerations for VIP visits

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail e.g. it is unlikely that the King or another senior member of the Royal Family would be expected to show or wear ID. Members of their entourage though should be expected to follow normal procedures. All VIPs and any entourage should be accompanied at all times by a member of staff.

BEST staff

Bedfordshire Schools Trust staff who visit ETA and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing school. If the nature of their work requires it, their school will also have applied the requirements of the Childcare Disqualification regulations.

Staff from other agencies

If ETA have 'written notification' from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

Contractors

The statutory guidance says:

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. ETA will ask the self-employed contractors to provide the names of two referees that we can contact to provide a character reference.

For building or maintenance contractors ETA will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required will be completed before the contractor begins work in school.

Trainee teachers

The statutory guidance says:

Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

As with other visitors who have been checked by an external organisation, the school should have 'written notification' that appropriate checks have been made.

If tutors of trainee teachers do not have unsupervised contact with children they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

Ofsted

Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

ETA will require any inspector that is not listed to provide full safeguarding clearance before the inspector can be allowed access to the school site.



Appendix 1



Visitors to Etonbury Mobile Phone Use Guide

For your safety and the safety of our pupils we ask you to observe the following:

1. Phones should not be used to take photographs, video footage or access social media unless express permission is given by a member of the school Senior Leadership Team.
2. Phone numbers or social media identifying names must not be shared with pupils under any circumstances except with express permission of a member of the Senior Leadership team.
3. Phones should not be left unattended at any time.
4. If you have any concerns over phone use, or are unsure of the guidance please seek clarification from the school reception and a member of the Senior Leadership Team.
5. Etonbury Academy accepts no responsibility for loss or damage of a mobile phone while on site.

Thank You.



Does the contractor/visitor have an Enhanced DBS?	If yes, please state DBS number and issue date:
DBS Issuer – Who administered the DBS	
What will the post involve? If risks identified assess separately in notes below	
Will the role require the visitor/contractor to be in regular contact with children. If so, how?	
Will the visitor/contractor be unsupervised?	
Emergency contact for visitor/contractor whilst on site. (permission is required from the contact to notify us with their details)	

Approved/Declined (delete as appropriate)

Senior Leader _____ Date _____

<p>Notes/Risks identified</p> <p>Volunteer/contractor must be SUPERVISED/UNSUPERVISED</p> <p>Badge – RED/YELLOW</p> <p>Other</p>
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Requirements

Reference obtained	
Photo ID witnessed	
DBS witnessed	
Policies sent and received	