

VISITOR POLICY (Including Mobile phone use guide)



1. 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 Robert Bloomfield Academy

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

2. Policy

Visitors to Robert Bloomfield are required to:

- Enter and leave by the main entrance.
- Sign in at the main reception (photo ID and appropriate lanyard will be issued*)
- Read the key safeguarding information (handout and reception digital signage)
- Wear the issued lanyard at all times.
- Sign out and return their lanyard 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 to the main reception immediately – the appropriate member of staff will then be contacted to deal with the concern.
- Understand the fire evacuation guidance issued by reception staff
- Read the Visitors to RBA Mobile Phone Use Guide (digital signage)
- Respect that the site is a non-smoking and vaping site.

*Lanyard colour	Clearance
Green (with RBA printed on)	DBS cleared and working with pupils FT/PT RBA staff
Green	DBS cleared visiting staff working with an RBA pupil(s). RBA will hold a copy of the visitors safeguarding policy.
Yellow	DBS cleared visiting staff not working with pupils. RBA will hold contractors Safeguarding policy
Red	Non DBS cleared contractors – must be accompanied by RBA staff at all times

All Red and Yellow lanyard visitors will be under the supervision of a named member of staff. These 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 of regular visitors and their safeguarding policy is held on file. Regular visitors must sign in and out of the Academy via the main reception and wear the appropriate visitor lanyard visibly at all times. It is the responsibility of the named member of staff to liaise with Teresa Reynolds to ensure all visitor checks have been processed before they are allowed on the school site.

Key visitor information

- Visitors will be given appropriate fire evacuation guidance on arrival at school (reception handout, reverse of lanyard, reception digital signage).
- Visitors will be informed of the mobile phone use policy.
- Information relating to pupils must remain confidential. If a visitor has a cause for concern the information must be reported immediately to the main reception. Reception staff will then ensure the safeguarding team are informed immediately.

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.
- Speakers at assemblies/Citizenship/lunchtime meetings, etc., need to be cleared by a member of the SLT.
- Visitors are reminded that RBA is a “no smoking and vaping site”.

All visitors on site are expected to wear their visitor’s lanyard - those who are not recognised,

- Staff are expected to politely challenge anyone not wearing a recognised visitor or staff lanyard. They are required to accompany the person to reception.
- 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 or Receptionist has any suspicion about the stranger they must inform a member of the 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

Parents and relatives

Keeping Children Safe in Education (2016) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children’s relatives or other visitors attending, for example, a sports day. In these circumstances head teachers should use their professional judgment about the need to escort or supervise visitors.

Sporting events;

- will sign in at the main reception 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 evenings);

- parents will sign-in at their point of entry and will be escorted around the site by their children.

Open evenings;

- visitors will be shown around the school by 2 pupil guides, senior staff will be on constant patrol around the site during the evening - all pupils taking part in an open evening will be supervised by RBA staff.

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 eg it is unlikely that the Queen 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 RBA 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 RBA 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. RBA 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 RBA 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>

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

3. Implementation and Review

This policy will be made known to all staff, parents/carers and governors and published on the academies websites. Copies are also available upon request from the academy office. This policy will be reviewed every two years or as required.

4. Author and Date

Written by S. Fox, Vice Principal, approved by _Site Management Governing Body_
Date –



VISITORS' MOBILE PHONE(S) Must not be used beyond this point



Use of Visitors' Mobile Phones on Site

Please note that mobile phones are not permitted for use within the main school. If you have to make a phone call please do so in the reception foyer (if you require privacy please ask and an office will be made

Appendix 2



VISITOR/CONTRACTOR REQUEST FORM

This form is to be completed by a RBA member of staff. Please attach a copy of the visitor organisation's safeguarding policy (including vetting check procedures) and advise the visitor/contractor that they will be required to show photo ID and their DBS on arrival. All should be sent a copy of our visitor policy, or be issued with this on arrival.

Visitor/Contractor Name	
Address	
Email Address	
Tel	
Proposed dates and times for contracting	Days: MON TUES WEDS THURS FRI SAT SUN Times From: To:
Purpose of the work	
Qualifications/Experience	
Member of staff liaison	

In some circumstances we will be required to obtain a reference from someone who can verify that they believe they are safe to work with/around children and young adults. Please can the contractor/visitor nominate a referee from the organisation where they most recently worked with children or vulnerable adults, or their most recent employer.

Name and Job Title	Organisation address	Contact Tel and Email

Does the contractor/visitor have an Enhanced DBS?	YES/NO	If yes, please state DBS number and issue date
What will the post involve? If risks identified assess separately in notes		
Will the visitor/contractor be unsupervised?		

Please complete the questions below and submit to Teresa Reynolds for processing and approval by the Head of School

Approved/Declined (delete as appropriate)

Head of School _____ **Date** _____

KEEPING OUR CHILDREN SAFE

Notes	
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Requirements	Additional information	/ or x
Reference obtained		
Photo ID witnessed		
Type of ID provided		
Proof of Address witnessed		
Lanyard Required	Green printed	
	Green	
	Yellow	
	Red	