



School Visitors and Contractors Policy

Policy Owner: Angela Winch

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Introduction

The primary purpose of the Drapers' Multi-Academy Trust (MAT) is to educate the pupils at its schools, and its buildings and equipment are a key resource to support this objective. Visitors are very welcome to our school, however it is each school's responsibility to ensure that the security and well-being of our pupils is paramount at all times.

The MAT has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from being subjected to any form of harm or abuse, including extremism and radicalisation. It is the responsibility of the Local Governing Body (LGB) and the Principal to ensure that this duty is implemented at all times.

Scope

This policy applies to all directors, governors, staff, pupils of the Drapers' Multi-Academy Trust (MAT). It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

In addition this policy applies to:

- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- Other education related personnel (consultants, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement. The contents of this policy must be drawn to the attention of all visitors to the school when they are admitted.

Each school within the MAT must publish this policy on its website.



Definitions

Child	Anyone under the age of 18.
LGB	Local Governing Body, with delegated powers of governance from the board of the MAT.
MAT	Drapers' Multi-Academy Trust.
Parent	Those having parental responsibility for the care of a Child (including Carers).
Pupil	Anyone enrolled at a MAT school (including students in Years 12 and 13).
Safeguarding	Safeguarding means: <ul style="list-style-type: none">• Protecting children from maltreatment, including domestic violence, gender based violence, female genital mutilation and child sexual exploitation.• Preventing impairment of children's health or development, including fabricated or induced illnesses, drug use or faith abuse.• Providing an environment consistent with the provision of safe and effective care.• Taking appropriate action to promote child welfare.• Identifying behaviour or attitudes that might suggest that the child is vulnerable to extremist or terrorist indoctrination
SLT	Senior Leadership Team
Staff	Anyone employed by the MAT
Visitor	Anyone entering the school who is not a director, governor, member of staff, parent or pupil.

Policy

Planned visitors to the school

1. All visitors to the school must provide formal identification at the time of their visit. In the absence of any formal identification, the member of staff issuing the invitation must come to reception to vouch for the individual and that fact be recorded in the Visitors Record Book.
2. All members of staff issuing an invitation to a visitor must inform the school office or reception in advance of their arrival.
3. All visitors must report to the school office/ reception first and must not enter the school via any other entrance.
4. At reception, all visitors must state the purpose of their visit and who has invited them.



5. All visitors must sign the Visitors Record Book, making note of their name, organisation, whom they are visiting and car registration number.
6. All visitors are required to wear an identification badge. The badge must remain visible throughout their visit.
7. All visitors must be made aware of safeguarding procedures.
8. Visitors will then be escorted to their point of contact or their point of contact will be asked to come to the school office or reception to receive the visitor. The contact will then be responsible for the visitor while they are on site.
9. On departing the school, visitors should leave via the school office or reception, enter their departure time in the Visitors Record Book and return their identification badge.
 - If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

Unplanned visitors to the school

10. Unplanned visitors must provide formal identification.
11. The receptionist must determine who is the most appropriate member of staff to be advised of their visit. That member of staff must come to reception to determine whether the visitor should be admitted to the premises.
12. If the member of staff determines that they should be admitted, the procedures for a planned visit should then be followed.

Lack of visible identification while on site

13. Any visitor to the school site who is not wearing an identity badge should be challenged to enquire who they are and their business at the school. If they have an identification badge they should be asked to display it.
14. If they do not have an identification badge, they should then be escorted to the school office/ reception and the procedure for an unplanned visitor should be followed.
15. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal should be informed promptly
16. The Principal will consider the situation and decide if it is necessary to inform the police.
17. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and the police informed immediately.



Directors and Governors

18. All directors and governors must sign the Visitors Record Book on entering the school and wear their Identification Badges at all times. They should similarly sign out when they leave.
19. All Governors and regular volunteers must comply with the Disclosure and Barring Service, by completing a DBS disclosure if they are in regulated activity via the School Office

Volunteer and Parent Helpers

20. All volunteer and parent helpers must have undergone the appropriate background checks as set out in the Safeguarding and Child Protection Policy (DCP 019) and received appropriate training as designated by the Principal.
21. Once the background checks and the designated training have been completed, all Volunteers and Parent Helpers should be issued with a pass that identifies their role and should follow the same entry procedures as directors and governors.
22. Parents assisting on an ad hoc basis should follow the procedures for planned visitors.

Contractors

23. Contractors should follow the procedures for planned visitors.

Review

23. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
24. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
25. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
26. The MAT board must formally review and re-approve this policy every five years.