



Gosberton House Academy

School Visitors Policy

2024-2025

1. Aim

To have in place a clear procedure which is understood and implemented by all staff, Governors, visitors and parents/carers, and is in line with the Keeping Children Safe in Education 2024 document. The ultimate aim is to ensure that pupils at our academy can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy statement

Visitors are very welcome to Gosberton House Academy, however it is our academy's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The academy 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. It is the responsibility of the Governing Body, Principal and Designated/Deputy Designated Safeguarding Leads to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The academy therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedure.

3. Policy responsibility

Katharine Saywell (DSL/Principal) and Paul Squire, Lauren Wilson-Kilsby and Jess Wilson-Kilsby (DDSLs) are the members of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to them in the first instance.

4. Where and to whom the policy applies

The academy is deemed to have control and responsibility for its pupils anywhere on the academy site, during normal academy hours, during after academy activities, and on academy organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the academy

- All external visitors entering the academy site during the academy day or for after academy activities (including supply teachers/additional agency support, professionals/sports coaches and topic-related visitors)
- All Governors of the academy
- All parents/carers (including parent helpers)
- All pupils
- Other education related personnel (Local Authority or local council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

Building works beginning July 2024

The compound for the building work beginning July 2024 is separate from the school – school staff and visitors are not permitted to access this at any time without prior agreement from a Wates Senior Site Supervisor/Site Supervisor. Should contractors or sub-contractors require access to the academy site (so anywhere not inside their compound or the driveway/car park), they will be accompanied by a member of academy staff and will be expected to follow the procedures set out in this policy.

Procedures

Planned visitors to the academy

All visitors to the academy will be asked to provide formal identification at the time of their visit. They will be asked to wear a lanyard throughout their visit – the colour of which denotes their status as it relates to their DBS check. GHA children and staff are reminded of the different colours and what they mean in the poster appended to this policy.

- Where possible the academy office/ reception staff should be informed of all pre-arranged visitors to the academy.
- All visitors must report to the academy office/ reception first and should not enter the academy via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign the InVentry system outside the academy office, making note of their name, organisation, who they are visiting, car registration number.
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit.
- All visitors will be directed to the safeguarding information that is displayed in the reception area - showing the designated safeguarding leads, and asking that any safeguarding concerns are reported to them.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the academy office/ reception to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the academy, visitors must leave via the academy office and sign out through our InVentry system.

Please note: If a visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

Unknown/ unplanned visitors to the academy

- Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff to establish who they are and their business at the academy.
- They should then be escorted to the academy office/ reception to sign in via the InVentry system and be issued with an identity badge. The procedures in 5.1 then apply.
- If the visitor refuses to comply, they should be asked to leave the site. The Principal and Vice Principal should be informed promptly.
- The Principal/Vice Principal will consider the situation and decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the academy grounds, police assistance will be called for.

Governors and regular volunteers/parent helpers

- All Governors and regular parent/carer helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity, via the Academy Office.
- All Governors and parent helpers should follow the procedures above.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Principal and Designated Safeguarding Lead.
- New parent helpers will be asked to comply with this policy before coming into the academy for an activity or class-supporting role.
- Parents may be permitted to assist on an ad-hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) if they are not left unsupervised. The Principal must give permission before any such visit takes place.
- All regular parent helpers must be DBS checked.

Contractors

- Contractors should follow the procedures set out.

Staff development

- As part of their induction, new staff will be made familiar with this policy for external visitors and asked to always ensure compliance with its procedures.

Linked policies

This policy should be read in conjunction with other related policies, including:

- Safeguarding policy

- Health and safety policy
- Confidentiality policy
- Safer recruitment policy

Date of update: September 2024

Date agreed: 2024