



POLICY TITLE:

**VISITOR POLICY
(including Mobile phone use guide)**

STATUS:

Non - statutory

REVIEWED BY:

Principal

DATE OF APPROVAL:

November 2017

FREQUENCY OF REVIEW:

Two years

DATE OF REVIEW:

November 2019

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.

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.
- 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 students 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.
- Be accompanied at all times, unless recorded on the list of regular visitors.
- Understand the fire evacuation guidance issued by reception staff
- Read the Visitors to Etonbury Mobile Phone Use Guide (Appendix 1)
- Respect that the site is a non-smoking site.

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 of regular visitors. Regular visitors must sign in and out and wear a visitor badge 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.

All visitors

- Visitors will be given appropriate fire evacuation guidance on arrival at school together with the information on 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.

Any visitors on site are expected to wear their visitor's badge - those who are not recognised, or who are not appropriately badged will be politely asked their business.

- 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 Etonbury Academy is a "no smoking site".

Site security

- Staff are expected to politely challenge anyone not wearing a recognised visitor or staff badge. 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 a badge;
- 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.



Visitors to Etonbury Mobile Phone Use Guide

For your safety and the safety of our students 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 students 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.

Appendix 2



VISITOR/CONTRACTOR REQUEST FORM

This form is to be completed by an Etonbury 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 Victoria Lockey for processing and approval by the Principal
Approved/Declined (delete as appropriate)

The Principal _____ **Date**

Notes

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Requirements

Reference obtained	
Photo ID witnessed	
Proof of Address witnessed	
Badge Required	Green/Red