



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN
ARDEN MULTI-ACADEMY TRUST**

Name of Policy	Visitor Policy	
Lead	Martin Murphy, CEO	
Governor Committee	Business & Personnel Committee	
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Version No.	1	
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Amendments		



Policy statement

Arden Multi-Academy Trust (AMAT) assures all visitors a warm, friendly and professional welcome to all our schools whatever the purpose of their visit.

Each school/academy has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised 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 Trust therefore requires **ALL VISITORS** (without exception) to comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school/academy site.

Aim

To safeguard all children under the Trust, both during school/academy hours and out of school/academy hours activities which are arranged by schools/academies within the Trust. The ultimate aim is to ensure that students within the Trust can learn and enjoy co-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school/academy which is understood by all staff, governors, visitors and parents/carers and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

Each school/academy is deemed to have control and responsibility for its students anywhere on their school/academy site (ie. during normal school hours, during after school activities and on school/academy organised and supervised off-site activities).

The Policy applies to:

- All staff employed by the Trust
- All external visitors entering any school/academy site during the school day or for after school activities (including peripatetic tutors, sports coaches)
- All governors and trustees
- All parents and volunteers
- All students
- Other education related personnel
- Building and maintenance and all other independent contractors visiting the school premises
- Students from other schools

Protocol and procedures - visitors to the school/academy

All visitors to any school/academy may be asked to bring formal identification with them at the time of their visit. The following procedure should be followed:

ALL visitors to any school/academy must report to the main reception.

1. If you organise a visitor, details of the visitor should be forwarded to reception in advance of the visit.
2. ALL visitors will be required to complete the visitor signing in procedure and will be issued with an appropriate visitor badge.
 - All visitors will be identified by a Red Lanyard with white text 'visitor'.
 - All visitors who are DBS checked, wear a green lanyard with white text 'DBS safe'.
 - All staff are identified by a Blue Lanyard with white text 'staff'.
3. Parents collecting sick students must report to the main reception. Parents/carers must not go directly to any other location within the school/academy.

If a parent has an arranged meeting/appointment, they must first report to reception and follow the normal visitor signing in procedures. Staff should then collect their visitor from reception. At no time should visitors be left to wander around the school/academy site unaccompanied.

4. Contractors need to be signed in before being introduced to the site staff or any other member of staff who will provide relevant access to the site; they will be expected to adhere to health and safety regulations.

Contractors working on site will be asked to sign the asbestos register which is held in reception.

5. Visitors should not be left with individual students unaccompanied by a member of staff. This is to comply with child protection issues.
6. Visitors who regularly visit the academy to work with students (ie. music peripatetic teachers, counsellors, etc) will go through DBS procedures and provide the relevant DBS and identification details. These details will be held within the school/academy central file as part of the safeguarding procedures.
7. Visitors to the school for general business other than in the classroom, who do not have a DBS check in place, will be escorted by a member of staff at all times.
8. Any visitors on site who are not recognised, or who are not appropriately badged should be politely asked their business and directed to the main reception.
9. All visitors must return the visitors' badge and sign out before leaving the school/academy site. It is the member of staff's responsibility to ensure that their visitor signs out at reception.