VISITORS POLICY

September 2026

Stewards Academy

Part of the Passmores Co-operative Learning Community

Company no. 7736246

This policy has due regard to all relevant legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974. Health and Safety at Work etc Act 1974 – legislation explained
- DfE (2024) 'Keeping children safe in education' Keeping children safe in education 2024

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- PCLC Recruitment Procedures Policy
- First Aid Policy

1. Definition of a visitor

A 'Visitor' is defined as anyone on site who is not a pupil at the academy or member of staff of that academy.

2. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regularly driving a vehicle only for children.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

DBS checks will be undertaken in accordance with the PCLC safer recruitment procedures in line with the PCLC Recruitment Procedures policy. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils

3. Visiting procedures

All visitors to the school, including parents and carers, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the Reception staff, via a signing in machine, including:
  - Name
  - Name of member of staff responsible for the visit.
  - Photograph taken on the day
  - Car registration (if relevant)
- Reception staff will provide a visitor lanyard with a personalised sticker which should be worn at all times while visiting the Academy.
- Visitors will be given an information leaflet (see below) to read and will be provided with the opportunity to ask any questions they may have.
- Sign-out using the signing in machine upon departure
- Return the visitor lanyard and personalised sticker to Reception before departure
- All visitors will be supervised at all times.

4. Exceptions

- All contractors visiting the school will have contacted our HR department in advance of the visit in line with the PCLC safer recruitment process found in the Recruitment Procedures policy.
- Visitors attending scheduled open days, some sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above as they will be supervised at all times.
- Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g., the sports field, school hall).

5. Unidentified individuals

- It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed visitor lanyard and personalised sticker.
- Any such visitors will be directed to Reception where they can sign-in.
- If a visitor refuses to report to Reception, or becomes aggressive or abusive, they will be asked to leave the premises, and the police may be called to assist.

6. Visitor conduct

- Visitors to the school will be required to act in accordance with the school's **Code of Conduct** and other relevant school policies at all times.
- The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards any member of the school community or other visitors.
- Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to ban an individual from the school site.

This policy was approved by the Stewards Local Governing body on 21st May 2025 and will be reviewed annually.

Welcome to Stewards Academy

As a visitor to our school, it is important that you are aware of our safeguarding procedures: please ask a member of staff if you are unsure of anything in this leaflet.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2024)

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained).
- All visitors must wear the lanyard and sticker provided upon signing in – this must be worn and kept visible at all times.
- Where visitors have parked on school site, they must ensure their registration details are provided when they sign in on the machine.
- All visitors must sign out and hand in the lanyard and sticker provided when leaving the school site.

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe. The Safeguarding Team are:

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child or children.

What to do if you are worried about a student?

You may observe something or become aware of information about a student which concerns you while you are in school. If you are worried about a student, it is important that you share your concerns. Please speak to the member of staff you are with or to Reception who will locate a member of the Safeguarding Team.

What to do if a student makes a disclosure?

- React calmly, listen without displaying shock, disbelief or making judgements.
- Do not promise confidentiality. Explain you must share the information with a staff member.
- Reassure the student, but only so far as is honest and reliable.
- Do not interrogate the student, ask leading questions or criticise the alleged perpetrator.
- Make accurate notes (record the date, time, place, your observations & exactly what the student has said). Log this on My Concern immediately.
- Follow the school Child Protection/Safeguarding Policy, at all times.

What to do if you have concerns about a member of staff?

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Principal, or their deputy and log this on Confide. If your concern is about the Principal, you must report this to the Chair of Governors (Reception will provide contact details for the Chair of Governors).

What to do to keep yourself safe?

- Always speak to students calmly and respectfully.
- Avoid physical contact with students unless you are preventing them from harming themselves or others.
- Avoid being alone with any student – you should not do so unless there is a specific reason to do so and other staff are aware.
- Always tell someone if a student touches you/speaks to you inappropriately (record the incident, including the time and date, and give this to the Principal / Designated Lead)
- Never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- Never have contact with a student on social media.
- Never use a personal mobile phone or camera around students.
- Never discuss confidential information outside of school or online.

Fire and emergency evacuation.

If a continuous alarm sounds, exit by the nearest fire exit and make your way to the back playground outside the sports hall. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform a member of staff if possible.

First Aid.

If you need First Aid assistance, please inform a member of staff. Visitors should not treat students unless permission has been given. In an emergency do not hesitate to call 999.

Accidents and Incidents

Please report any accident or near miss to the site team.

Use of school internet

All users of the school systems and Wi-Fi must comply with the Safe data policy.

Use of cameras / mobile phones while on site

Please do not take photographs while in the building unless permission has been granted by a member of SLT.