



Visitor Policy September 2023

Review Date: September 2024

**Aim:**

The aim of this policy is to ensure that all visitors to the Academy are welcomed and received appropriately in order to ensure the safety and well-being of visitors, pupils and school staff. We recognise that many of our visitors such as parents and suppliers have a right, often legal, to be in the Academy for legitimate purposes.

The Academy have a duty to ensure the safety of everyone on the Academy site so should ensure that systems are in place to see that this duty is exercised properly. This policy sets out the guidance to staff on the procedures for routine security and for dealing with trespassers and troublemakers.

Procedures:

Routine security

- signs at the Academy entrances make clear that visitors should report to Reception;
- further signs point the way to Reception;
- at reception all visitors must sign in and receive the Academy's security badge, which they must wear visibly at all times whilst on site.
- No staff or student should let any unauthorised person into school without following the following procedure.
- Be issued with guidance on 'Safeguarding Children
- The staff member receiving the visitor should make them aware of the designated fire exits and procedure in the event of a fire.

At the end of the visit, the visitor must:

- report to reception.
- sign out.
- hand in their visitors badge back to the office staff.

Where possible the academy office/reception staff should be informed of the expected arrival of visitors and should be provided with their names and expected time of arrival.

All organisations working here must have an up-to-date police check which can be produced prior to the visit. If the visitor is working in a freelance or self-employed capacity a previous employer's reference may be sought.

Visitors who work directly with students

Visitors and outside agency employees who have access to children on an ongoing basis will have their enhanced DBS details recorded as part of the single record document held by the school.

The input from visitors must add rather than detract, must educate rather than sensationalise or create propaganda, and must add a dimension which the member of staff alone cannot deliver.

Visitors must ensure that they do not engage in any activity that seeks to promote extremist views or ideologies.

In order to make the session run as smoothly as possible, the member of staff should consider the following:

- Who will greet the visitor and show them to the correct location?
- On most occasions a member of school staff should be present at all times and is responsible for the lesson including safety, discipline and behaviour of the pupils.
- The member of staff may need to assist the visitor in a variety of ways and this should be agreed with the visitor beforehand, e.g. asking appropriate questions, organising the pupils into groups etc..
- The organisation of the room should be decided beforehand, making sure that the necessary equipment is available.
- The visitor will be thanked and directed to the appropriate exit.
- It is good practice to ensure that student's views are included in the evaluation of the session.

When working with external agencies the following information will be collected:

- The name of the agency.
- Address of agency.
- Contact person.
- Telephone number/fax/e-mail.
- Cost of input.
- Reason for using the agency.
- What added value will their use bring to the academy
- How do we know that this agency is of good quality input, e.g. used before, national or local accountability.
- Has a police check being conducted if appropriate.

The following will be considered:

- How the input fits into our curriculum and our values.
- The input should be in line with British values and should not support the development of extremist ideas.
- The learning objectives for this input.
- Confidentiality issues in line with the Academy policy.
- The role of the member of staff.
- How the input will be evaluated.

Practical issues that will need to be considered:

- What resources/equipment will be needed, and who will be responsible for this?
- How long will the input last?
- Will the group need to be split? How will this work considering that a staff member must be present at all times.
- Location and layout.

Use of External Agencies and Speakers at Oasis Academy Lord's Hill

We encourage the use of external agencies or speakers to enrich the experiences of our students; however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our students. We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the academy's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the academy curriculum so we need to ensure that this work is of benefit to our students.

Our academy will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British values and academy values
- Any messages communicated to students are consistent with the ethos of the academy and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity, violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication
- Activities are matched to the needs of students we recognise, however, that the ethos of our academy is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

Visitors to the Academy

All visitors will wear a lanyard at all times in the Academy. Only visitors wearing green lanyards are allowed to be unaccompanied. All red lanyard visitors will be escorted at all times for safeguarding by a member of staff.

The Academy will issue letters of a site ban if deemed appropriate for individuals where visiting the site has been deemed unsafe/places staff and students at risk. This could be in instances such as abusive behaviour being displayed by individuals visiting the site.

- Any visitor to the academy site who is not wearing a visitor's lanyard should be challenged politely to enquire who they are and their business on the academy site
- If appropriate they should then be escorted to reception to sign in using InVentry and be issued with the correct visitor's lanyard · In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal should be informed
- The Principal and/or members of the Academy Leadership Team 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.

Fire & Evacuation

- Your host will explain what to do in the case of emergencies and fire alarms.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly point is the All-Weather Pitch. Evacuation maps are displayed in all classrooms and offices.)
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our Academy it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

First Aid

If you need first aid or feel unwell, please report to Reception or telephone Reception.

Smoking

Oasis Academy Lord's Hill operates a no smoking policy, this includes all forms of electronic cigarettes. Please do not smoke anywhere on the Academy site.

Photographs

Visitors are prohibited from taking photographs whilst on the school site.

APPENDIX:

A. Contact with the police:

- regular contact will be maintained with the Police over security arrangements and crime prevention;
- any emergency contact with the police can only be done by a member of ALT (or a delegated Senior Teacher in their absence) or with the authority of the Principal;
- when calling the police the member of ALT (or person acting on the authority of ALT) must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

B. Types of troublemaking:

The most common problems facing the Academy are:

- occasional abusive behaviour from parents;
- occasional incursions into the Academy by outsiders, including former students;
- former students and others waiting outside the Academy gates at the end of the day;
- occasional vandalism during and outside school hours.

C. Intruders and offensive weapons:

- if staff suspect an offensive weapon is on site they must immediately initiate our lock down protocol and inform a member of ALT;
- a member of SLT will always call the police if the suspect is not a registered student, or where an incident involving a student takes place outside the Academy premises;
- the person will be kept under close surveillance while the police are awaited.

D. REPORTING and RECORDING

- Staff must record all incidents in the Academy's incident log, kept in the Admin Office;
- the log will be inspected by the Health and Safety Officer, at regular intervals, and any necessary action taken;
- the H&S Officer will report issues and actions taken in the Report to the Academy Council.

E. MONITORING AND REVIEW

The Senior Leadership Team will monitor the working of the policy and consider annually whether any amendments need to be made.