



Waterloo
Primary Academy

Visitor Policy

Approved & Adopted: October 2017

Responsible Personnel: Nicola Lea

Policy Last Reviewed/Approved: August 2024

Review Period: Annual

Review Date: August 2025

Policy Statement

The Academy Council assures all visitors a warm, friendly and professional welcome to Waterloo Primary Academy, whatever the purpose of their visit.

The Academy has a legal duty of care for the health, safety, security and well-being of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Academy Council and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Academy Council 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 procedures. Failure so to do may result in the visitor's escorted departure from the academy site.

Policy Responsibility

The HR Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the HR Manager.

Aims

To safeguard all children, it is the academies responsibility both during school hours curriculum and out of school hours activities which are arranged by the academy.

Objectives

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

Where and to whom the policy applies

The academy is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the boundary fence), during normal school hours, during after school activities and on academy organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the Academy
- All external visitors entering the school site during the day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All academy council members of the academy
- All parents and volunteers
- All pupils
- Other education related personnel
- Building & maintenance and all other independent contractors visiting the academy premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the Academy

All visitors to the academy may be asked to bring formal identification with them at the time of their visit (unless they are names on the approved visitors/contractors list as set out below). They must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the academy via any other entrance under any circumstances
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request
- All visitors will be asked to sign in using InVentry making note of their name, organisation, who they are visiting, car registration and all visitors will be photographed
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List
- Personal mobile devices are prohibited whilst onsite

Approved Visitor List

The academy will hold an approved visitor list for visitors who frequently visit the academy site to undertake work within the academy (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that

- I. They have a current clear enhanced DBS check and a copy of this has been registered on the School Central Record AND
- II. A current clear DBS children's barred check has been undertaken AND

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in on InVentry)

Visitors Departure from the Academy

On departing the academy, visitors **MUST** leave via reception and

- Scan their identification badge on InVentry to sign out
- Return the identification badge to reception

Unknown/Uninvited Visitors to the Academy

Any visitor to the academy who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in using InVentry and be issued with an identity badge.

The procedures under 'Visitors to the Academy' above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member 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 school grounds, police assistance will be called for.

Academy Council Members and Volunteers

All academy council members and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via HR.

The academy must check all academy council members and parent helpers DBS certification.

Thereafter, procedures as per above should apply. Please note that academy council members should sign in and out using InVentry.

New academy council members will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Head of School and Chair of Academy Council.

New volunteers will be asked to comply with this policy by staff they first report to when coming into the academy for an activity or class supporting role.

Staff Development

As part of their induction, new staff will be made conversant with this policy for external visitors and asked to ensure compliance with its procedures at all times.

Linked policies

This policy and procedures should be read in conjunction with other related academy policies.

Policy review

The policy will be reviewed annually.