



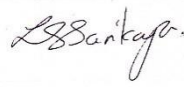
THE ST. BART'S  
**ACADEMY**  
— TRUST —

## Visitor Policy

March 2023

# The St. Bart's Academy Trust

## Visitor Policy

<b>Produced Date:</b>	<b>March 2023</b>	
<b>Approved by Trust Board:</b>		<b>Lisa Sarikaya</b> Chief Executive Officer
<b>Review Date:</b>	<b>March 2024</b>	

Date	Section Amended	Signature
16/03/2023	Updated with TSB Policy – v5	S. Jones



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## Statement of intent

This policy is designed to outline St Bart's Multi-Academy Trust's procedures regarding visitors to our Academy grounds.

This policy will enable our Academies to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## 1. <sup>Updated</sup> Legal framework

<sup>Updated</sup> This policy has due regard to all relevant legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- <sup>Updated</sup> DfE (2022) 'Keeping children safe in education 2022'
- Childcare Act 2006
- Education Act 1996
- <sup>New</sup> DfE (2021) 'Prevent duty guidance'

## 2. Authorisation

Individuals who would like to visit the Academy, but are not in contact with a member of staff regarding this, will arrange their visit through the Academy office.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

The Academy office will pass all details on to the **Principal** for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the Academy for educational purposes will collate all the above required information and pass this on to the **Principal** for authorisation.

Visitors who arrive at the Academy without a prior appointment may be permitted to meet with the Principal/other staff members where these members of staff are happy to do so. The visitor will not be allowed into the Academy without the supervision of a **teacher, member of office staff** or **member of the SLT**.

Parents are discouraged from visiting the Academy during school hours unless for an organised event or emergency. Where a parent arrives at the Academy, they will follow the visiting procedures outlined in the [visiting procedures](#) section of this policy.

## 3. Safeguarding

The Academy 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 an enhanced DBS check with children's barred list information 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.

The **DSL** and **Principal** will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The Academy will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

**New** The Academy will adhere to the **Prevent Duty Policy** at all times when managing the risk of potential harm to pupils from visitors.

## 4. Visiting procedures

All visitors to the Academy, including parents, will comply with the following procedure:

- Immediately report to the reception area on arrival
- Provide their details to the office staff, including:
  - Name
  - Purpose of visit
  - Name of pupil the visit pertains to/staff member who arranged the visit
  - Expected length of visit
- Sign-in using the visitors' system
- Display ID badges provided at all times while on Academy property
- Sign-out using the visitors' system upon departure
- Return ID badges to the office before departure

Visitors will be made aware of any relevant policies, including but not limited to those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that the Academy is a non-smoking area and smoking is not permitted anywhere within the grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the Academy has in place.

## 5. Exceptions

Visits to the Academy by contractors are governed by our **Contractors Policy**.

Visitors attending scheduled open days, sports events or other 'by-invitation' activities will be exempt from the visiting procedures outlined in the [visiting procedures](#) section of this policy.

Anyone attending events will keep to the areas of the Academy premises where the events are taking place (e.g. the sports field, main hall).

## 6. Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the Academy premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the office where they can sign-in.

If a visitor cannot be identified, the **Principal** will be informed immediately.

If a visitor refuses to report to the office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## 7. Visitor conduct

Visitors to the Academy will be required to act in accordance with relevant Academy policies and procedures at all times.

The Academy reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents 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 Academy 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 Academy site, the Principal has the right to issue a banning order for the individual in question.

## 8. Monitoring and review

This policy will be monitored and reviewed on an **annual** basis by the Trust.

Amendments to the policy will be communicated to all relevant stakeholders.



# THE ST. BART'S ACADEMY

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