

Treviglas Academy
Part of The Roseland Multi-Academy Trust



Visitors Policy
(Non-Statutory)

Approved: Autumn 2021
Next Review: Autumn 2022

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

Introduction

We hope that your visit to Treviglas will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance which is intended to ensure your health and safety whilst at Treviglas Academy. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. **We have a statutory duty regarding the safeguarding of children** and we take this responsibility seriously

Security

All visitors and contractors coming in to the school must report to Reception.

As a visitor you will be asked to sign in and be issued with a lanyard that must be worn prominently at all times so that staff and students can see you are a visitor. Dependent on circumstances. Please wait in reception after you have signed in until collected by the relevant member of staff and ensure that you sign out and return your visitor's badge when you leave

If you are a regular visitor to the school, you will need to sign in on each occasion. If your organisation provides you an appropriate ID card we may decide that this is adequate and a visitor's pass will not be issued. Please make sure you wear your badge and that it is clearly visible to staff and students.

Fire and Emergency Evacuation

- Your host will explain what to do in the case of emergencies and fire alarms
- The fire alarm is a fluctuating siren and is different from change of session bells. You must leave the building by the nearest exit
- Stay with your host as s/he will escort you to the assembly point and ensure that you are recorded present by the administration staff
- The assembly point is marked on the map overleaf
- Do not take any personal risks
- You must not re-enter the building until told it is safe to do so

First Aid

If you need first aid or feel unwell please go to the First Aid hatch at main Reception or telephone Reception (ext 100). If a student you are meeting/working with is unwell please inform Reception immediately

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 school 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.

Smoking

Treviglas Academy operates a no-smoking or vaping policy. Please do not smoke or vape anywhere on the school site.

Safeguarding guidance for visitors to the school

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines: Do not:

- initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit
- give any personal information to students, such as your mobile number or address.
- provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit
- give students details of your personal social network accounts or engage in any communication with students using social networking sites for any reason at any time

Also

- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding lead of your concerns immediately
- Even if you are a former employee of the school and know us well you must follow the Visitor protocols and you may only visit if you have a pre-arranged appointment and reception have been informed
- Use only the staff toilets when needed
- A suitable means of identification should be provided by all individuals who visit the school site and be agreed and produced for checking by the school in advance of any work taking place. **If an individual fails to produce such ID they shall be refused entry to the site.**

All visitors will be given a Code of Conduct upon arrival to the School.

PREVENT Duty and Radicalisation

It is the duty of every school that students remain safe at all times. This includes ensuring that all visitors are aware that under no circumstances should any radical views be voiced or disseminated on the premises.

If you have any concerns that a student may be at risk of harm, report it immediately to the Designated Safeguarding Lead (Vanessa Maule or Kyla McAlpin) or to the Headteacher, who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation.

In the unusual event that circumstances such as a pandemic lead to a need to reduce visits to the site to ensure the safety of staff and students then there will be limited access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email the School Reception.