

Liberty Academy Trust
Visitors to Schools Policy

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Written By	Director of Education
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Contents

Policy Purpose	Error! Bookmark not defined.
Who does this Policy apply to?	Error! Bookmark not defined.
Legal context	4
Approach.....	5
Objectives	5
Prevent Duty.....	9
Suitability / Preperation	10
Operational Delivery	10
Evaluation of Policy	13

1. Policy Purpose

The aim of this policy is to have in place clear protocols and procedures for the admittance of external visitors to the LAT schools' which:

- are understood by all staff, governors, visitors and parents/carers
- prevents unsuitable people from working with or accessing children and young people in the LAT schools' setting.
- conforms to all current legislation and statutory guidance

The LAT Schools' has control of, and responsibility for, its' students anywhere on the LAT Schools' site (i.e. within the LAT Schools' boundary fence/secure line), during normal LAT Schools' hours. It also has responsibility for the welfare of students during extracurricular activities which it has organised on and/or off site.

We will also comply with other legislative requirements, such as Health and Safety, safeguarding and Prevent duty and report concerns to appropriate bodies, local and nationally.

We will make reasonable adjustments to ensure equality of accessibility is optimised both for staff, pupil/students and visitors.

We welcome visitors who support our vision

2. Who does this policy apply to?

This policy applies to everyone who works on, or visits our site, uses our site for external lettings reasons, or who works, at our request, off site with our pupils/students, for example:

- All staff employed by the academy.
- All external visitors entering the academy site during the academy day or for extracurricular activities (including peripatetic tutors, sports coaches, and topic related visitors e.g., authors, journalists).
- All governors of the academy.
- All parents/carers and volunteers.
- All students.
- Other education related personnel (advisors and inspectors).
- Building, maintenance and independent contractors visiting the academy premises.
- Independent contractors who may transport students, for example, school transport services, minibuses or in taxis.
- Any other visitor or staff not covered in the above

3. Legal Context

We have used current legislation, advice and guidance in writing this policy.

The academy has a legal duty of care for the health, safety, security and wellbeing of all pupils/students and staff and expects all visitors to actively support, not only the policy requirements, but also to behave in accordance with the spirit of the policy.

The processing of personal data associated with visit will be processed to meet UK GDPR requirements as prescribed in LAT Records Retention Policy and LAT Data Protection Policy.

3.1 Who is responsible for this policy?

The DoE 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 / or reception staff as well as the Designated Safeguarding Lead, as appropriate.

3.2 Reporting Concerns

All breaches of this procedure must be reported to Miss J Galloway Director of education as quickly as possible and certainly within one working day, using the email: jo.galloway@libertytrust.org.uk

Any concerns about a child’s safety or well-being must be reported to the Designated Safeguarding Lead immediately (see key contacts table below).

3.3 Key contacts in our academy

Role	Name	Contact
Principal	Mrs G Buley	Gemma.buley@thamesvalleyschool.org.uk
DSL	Miss B Archer	Becca.archer@thamesvalleyschool.org.uk
Site Facilities	Mr M Holder	Mark.holder@thamesvalleyschool.org.uk

4. Approach

Parents/carers are not regarded as visitors but as partners in the child’s education. Visitors are welcomed and their contribution recognised to the role of the school. To ensure minimal disruption to pupils, visits are limited to specific individuals or groups, and these may need to be prioritised. These individuals or groups include parents of children with autism, medical professionals, professionals associated with individual pupils, Local Authority professionals, fundraisers, voluntary workers, students on college placements, research workers or as deemed appropriate at the Principal’s discretion.

5. Objectives

LAT schools seek to promote community links and professional partnerships whilst maintaining best interests and minimal disruption to pupils.

5.1 LAT schools' visitor procedures

We will ensure that there is clear signage directing visitors to our visitors' car park and main reception area.

On arrival you must:

- Report to our main reception area before moving around our site.
 - Only use the designated entrances which are clearly signposted.
 - Let the reception staff know who you are, the purpose of your visit and who your contact in the LAT schools' is.
 - Asked to make the LAT schools' aware of any relevant medical conditions or accessibility needs you may have to enable the LAT schools' to make reasonable adjustments and ensure visitors are safe.
 - Have identification, if applicable, ready to show to reception staff.
 - Follow the LAT schools' 's procedures for signing in and out
 - Visitors should remain in the waiting area and be dealt with through the school reception staff. If a visitor enters the LAT schools without authorisation, they should be asked to return to the external waiting area for safeguarding purposes
 - All visitors must sign in the visitor system and be issued with the relevant visitors badge holder
 - If we have seen the visitors DBS certificate, they should be issued with an visitor lanyard
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- If the visitor does not have a clean DBS certificate, they should be issued with a visitor lanyard and must be accompanied at all times by the staff member that they are visiting

The LAT schools' will take a record of the following- your name, organisation (if relevant), who you are visiting, time of arrival, vehicle registration (if relevant). We may take your photo for the purposes of producing an identity badge. In some circumstances we may ask to see your DBS certificate if you have one.

The LAT schools' may ask you for a contact phone number.

You will be issued with, a visitors' identification badge or sticker. You must wear this, so that it is visible, at all times and ask for another if it is lost or damaged. We may also ask you to wear any of your own identification tags/badges e.g., LAT Head Office staff, Ofsted Inspector, company badge etc.

We will give you information covering in the form of leaflet on how to keep yourself safe in school- i.e. emergency evacuation, who to contact if you have concerns about a child- safeguarding procedures, and our confidentiality policy.

Our LAT schools' is a non-smoking area.

Unless on the approved visitor list, you will not be allowed to move around the site unaccompanied

Your contact in the LAT schools' is responsible for you whilst you are on the premises.

5.2 Checking of ID

Visitors should remain in the external waiting area and be dealt with through the window hatch. If a visitor enters the LAT schools' without authorisation, they should be asked to return to the external waiting area for safeguarding purposes

All visitors must sign in the visitor system and be issued with the relevant badge holder

5.3 Leaving the LAT schools'

On departing the LAT schools' , you must:

- Leave via reception
- Follow the departure procedures, visitors will sign out electronically via main reception.
- Return your identification badge to reception.
- Leave the premises promptly

5.4 Approved visitor list

The LAT schools' holds an approved visitor list for visitors who frequently visit the LAT schools' site to undertake work within the LAT schools' (including contractors and supply staff).

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

They have a current, clear DBS check and a copy has been registered on the LAT schools' 's central record – the type of DBS check required will depend on the nature of the visit and in accordance with the LAT schools' 's general procedures for DBS checks.

The LAT schools' has a copy of the visitor's photo ID

Confirmation has been received that the visitor is employed by the company (if applicable) i.e. employee ID or letter on headed company notepaper to confirm the name of the individual who will be on the LAT schools' site.

Visitors on the approved list must follow the same procedures on entry and departure to the premises (i.e., come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept behind reception at all times.

5.5 Specific rules for certain types of visitor

5.5.1 Contractors

Insurance details of contractors will be checked prior to working within the LAT schools' – contractors from the local authorities list and LAT Trusted Traders have the necessary insurance cover to work in the LAT schools' .

Prior to work starting, the Principal, or person delegated by the Principal, will ensure that liaison with any contractor in respect to health and safety issues has taken place. For example, where the maintenance / works might affect pupils'/students' normal use of the LAT schools' facilities.

The Principal, or person delegated by the Principal will ensure the contractor is informed as to where pupils/students will be working, walking etc. and when (If relevant)

In our LAT schools' responsibility for liaising with contractors is delegated to Mr M Holder (Facilities Manager) and Mrs L Saunders (Operations and Finance Manager).

5.5.2 Governors

All members of the governing body, will have an enhanced DBS and a Section 128 check as per our Safer Recruitment Policy

Governors must wear an ID badge at all times.

Governors should sign in and out using the LAT schools' signing in system.

New governors will be made aware of the policy and familiar with its procedures as part of their induction by Chair of Governors

All governors' formal visits should have a clear focus and should, in some way, increase the knowledge and understanding of LAT schools' policies and processes. Visits should be arranged with a staff member in advance to make the most out of the time in the LAT schools' .

Following a governor visit, the governor must complete a governor visit form and submit this to the clerk to the governing body as a record of the visit and detailing any actions that are identified. This will be presented at the next governing body meeting.

5.5.3 Visitors working with pupils/students

Visitors to classes for specific purposes of contributing to high quality learning are encouraged and welcomed. These visits are by appointment only.

Staff members arranging visitors to the LAT schools' should collate all the above required information and pass this on to the LAT schools' office for the Principal's authorisation

In arranging visits, staff should consult with the relevant LAT Schools Office prior to finalising arrangements.

The principal and DSL must grant permission for any visitor, to work with students or within a classroom, before the activity can commence.

Agreement will be made prior to the visit regarding, learning objectives, timings, resources, approaches, dealing with issues and feedback etc.

5.5.4 Visiting Speakers

LAT Schools' believes in encouraging the use of visiting speakers and external agencies to enrich the learning experience of its pupils/students.

We will seek assurance from visiting speakers that they will not contradict the ethos of the LAT Schools 'or conflict with the legal framework outlined in the Prevent duty or other relevant legislation.

LAT Schools' fully supports the British Value of freedom of speech and will endeavour to provide pupils with a balanced view of events, ideas and beliefs.

5.6 Approved Speakers list

The LAT Schools' holds a formal register of all approved visiting speakers.

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

Any messages communicated to pupils support British values.

Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism.

The group or person is not attempting to narrow the views of pupils through extreme or narrow views of faith, religion, culture or ideology.

Any supportive materials such as PowerPoints, handouts or transcripts of speeches are available for review prior to the visit.

Permission is given for the speech/talk to be recorded by the LAT Schools' if necessary.

Any recording or video will ensure pupils cannot be identified and will not be made public by the speaker without agreement from the academy.

Before the visit, a full risk assessment will be carried out and submitted in advance of their visit.

6. The Prevent Duty

The "Prevent" statutory guidance requires academies to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised. These are outlined in sections above.

In addition:

Due diligence will be carried out on the person and Organisation to establish whether they have demonstrated extreme views/actions

Visiting speakers will be always accompanied and not left unsupervised with students at any point.

6.1 Upholding LAT Schools' ethos and values

- Does not tolerate any person who intentionally or unintentionally demeans individuals and groups defined by their ethnicity, race, religion, sexuality, gender, disability, age or lawful working practices.
- does not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear, harassment, intimidation or violence.
- does not accept the use of offensive or intolerant language by guest speakers.
- values freedom of speech and opinion, but recognises that, in the interest of the whole learning community, this must exist within formal guidelines.
- recognises that extremism and exposure to extremist beliefs places the well-being of children at risk and can also lead to poorer outcomes
- is aware that pupils may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff have been trained to deal with these instances appropriately and proportionally.
- is a safe space where children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideologies.
- believes that the best way to combat extremism and intolerance is to empower pupils to challenge these views in an active and constructive manner.

7. Suitability / preparation

7.1 Determining the suitability of a speaker/material

Other than safeguarding and Prevent Duty issues, there are a number of other factors that are considered when evaluating the suitability of a guest speaker or external group. The LAT Schools' will be the final arbiter on suitability.

The LAT schools 'will consider whether or not:

- The visit will add value to the pupils' learning experiences.
- The speaker or group has the expertise in the subject they are delivering.
- The planned activities meet health and safety guidelines.
- Relevant references have been provided and checked.
- The material/subject matter is age appropriate.
- The material/subject matter offers a balanced presentation of opposing views. This is applicable when a guest speaker is expressing overtly political or partisan views

7.2 Preparing for a visiting speaker

It is important that children are prepared well before a visiting speaker arrives, particularly if the topic is a sensitive one or one which may be distressing for a child i.e. a hard-hitting road safety or fire safety presentation. Each child has a different lived experience and we will be sensitive to the emotional health and well-being of our children

Parents/carers will be notified of visiting speakers and the purpose and content of their talk beforehand

Pastoral staff will identify any child they think may find a presentation upsetting or traumatic and put appropriate measures in place – this may include preparation before the talk, option to withdraw from the talk, or support post talk

7.3 During the visit

The organiser or a leading member of staff will be present during the speech or group activity, to oversee that the relevant guidelines are followed and will intervene if they feel guidelines are being breached.

Staff will be particularly vigilant to any signs of distress from any child

7.4 External Agencies- unplanned visits

All agencies are required to work together to safeguard children. There may be a rare occasion where an external agency, such as the police, LA children's services, health services etc. will need to make an unplanned visit to the LAT schools' in relation to one, or more, of our pupils/students. e.g., police investigating a serious

crime, social worker investigating abuse. Wherever possible, agencies are requested to give as much notice as possible before they arrive. and welfare of our pupils/students at all times. We will keep the best interests of the child at the forefront of any decisions and support the privacy, confidentiality and emotional health and well-being of the child.

In order to feel supported and safe, we will ensure that a pupil/student has access to a responsible adult, preferably one of their own choosing in any interview.

Where a pupil student has additional needs those factors will be taken into account and reasonable adjustments made.

8. Operational delivery

8.1 Visits to Schools – Procedure

A staff member must authenticate all visitors and ensure:

- Visitor(s) sign in at Reception.
- Visitor(s) provide photo ID in the form of a current valid driving licence or passport (and DBS paperwork if available)
- Visitors wear their visitors' badge at all times.
- Visitors with no ID will not be allowed on-site as their identity cannot be established; this will not apply where the visitor is already known to a senior leader and is part of the wider Liberty Trust team / member of the local governing body or trustee and where they are included on the Single Central Register.
- Visitors will be accompanied during their visit.
- Visitor(s) who are not expected will be retained in Reception until a member of SLT has spoken with them regarding the purpose of their visit; they will not be admitted beyond Reception.
- Arrange for the visitor to be collected and escorted to the person to whom they are visiting.
- Upon visitor(s) leaving, Reception staff must require the visitor(s) to sign out and retrieve the visitor badge provided.
- Visitors names, business, car registration number, in and out times must be recorded within electronic signing in systems.
- All visitors will be required to read Emergency Evacuation / Fire Procedures when signing the visitor's book on arrival.
- All visitors will be given information on what do if they have a safeguarding concern.
- Visitors will not to be given unsupervised access to pupils.
- Should an incident occur; visitors should not attempt to become involved unless essential to prevent injury. Direction must be taken from staff and if asked to leave must do so immediately.
- Liberty Academy Trust cannot accept any responsibility for personal belongings. Belongings should not be left unattended and mobile phone / similar device (such as a 'smart' watches) must be switched to silent.

- Each school must make staff aware of protocols and procedures for use of mobile phones / technology with camera/video capability.
- Photographs or videos are not to be taken of pupils without their agreement and the agreement of parents to do so or as agreed in their best interests.
- Under no circumstances should any information about a pupil be uploaded onto any staff personal social media account or any other social media account that is accessible by the public.
- Photographs or videos must not be taken in toilets and bathrooms, changing rooms or bedrooms and should never compromise the dignity of pupils.
- Principals/ deputies reserve the right to cancel or refuse any visit if there is any risk or health and safety issue.
- Requests for research projects to be undertaken at the discretion of the Principal, who will discuss with the Director of Education or Chief Executive Officer. A condition of any research will be that a summary of findings will be forwarded to the school on completion and prior to any publication.
- Pupils confidentiality must be respected at all times and pupil's identification must not be divulged in any staff research or projects without the appropriate consent.
- Where schools use outside professionals to deliver educational sessions or act as visiting speakers' schools should undertake an assessment of the education value, age appropriateness of what is going to be delivered and be confident of the content and message delivered by visiting speakers.
- Materials to be delivered by external speakers should be discussed prior to delivery and any resources viewed.
- Visits from private therapists or professionals carrying out assessments for the purposes of future placements or tribunals will be accommodated where they do not conflict with the best interests of the pupil and peers in their class. The school will endeavour to work with external professionals where appropriate but should remain responsible for the child's education and therapy whilst in school and ensuring that approaches taken are positive, evidence based and appropriate for the child.
- Queries about this policy or the suitability of any visitors can be referred to the Director of Safeguarding and / or the Director of Education by the school depending on the nature of the enquiry.

8.2 Responsibilities

All staff have a responsibility to follow this policy.

Staff must notify Reception in advance of any expected visitor(s).

All members of staff must, when safe to do so:

- approach directly, or alert a colleague to, any person who is not displaying a visitor badge so they can be escorted to Reception and officially signed in or be required to vacate the site immediately.
- approach directly, or alert a colleague as appropriate to the circumstances, to any visitor(s) who appears to be acting suspiciously.
- approach directly or alert a colleague to anyone who appears to be in the wrong zone to establish if they are lost or require assistance.

If an unauthorised person is on-site and refuses to leave, dial 999.

9. Evaluation of policy

Principals will monitor the implementation of this policy and provide feedback to the policy lead. This policy will be reviewed on a tri- annual basis.