



MOUNTS  
BAY

# Visitors Policy

Policy and Procedures for Managing Visitors

Last review date	Summer 2019
Date approved by Governing body	2019
Date for next review	Summer 2020

Prepared By

# Visitors Policy

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## Visitors Policy

### Aim

Mounts Bay Academy is committed to safeguarding and promoting the safety and wellbeing of children and young people and expects all staff, volunteers and visitors working with our students to share this commitment.

### Where and to whom the policy applies

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

The policy applies to:

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

### Visitors to the Academy

All visitors to the academy are required to bring formal identification with them at the time of their visit. They must follow the procedure below.

- Visitors must report to reception and clearly identify who they are and the purpose of their visit:
- All visitors will be asked to produce identification and must be prepared to show formal work identification.
- Reception staff will sign the visitor in on the Visitors Book and issue either a Visitors Pass or Contractors Pass

- Visitors' safety information guidance (detachable from the visitors pass) will be issued along with a Safeguarding briefing and leaflet
- The visitor's contact member of staff will then be called to meet with the visitor in reception. The contact member of staff will then be responsible visitor while they are on site
- The visitor are not be permitted to move about the site unaccompanied
- The Visitor Pass must be worn at all times for the duration of the visit
- The Visitor Pass will be signed and dated by reception when issued
- If a visitor reports a pass as lost during their visit then premises staff must be alerted. A simple search of the areas the visitor was in is required.
- If the visitor is a contractor then a Contractor Pass is issued and the same steps followed as above.
- If the visitor is a contractor then a Contract Pass is issued and the same steps followed above.
- If the contractor is undertaking any work on the premises it must be cleared by the Premises Manager and appropriate procedures for asbestos management, hot work, working at heights etc. must be strictly followed.
- Note: Where more than one visitor arrives together then the above procedures will apply to each individual. There are no group signing-in procedures.

### **Visitors' Departure from Academy**

On departing the school, visitors MUST leave via reception:

- Visitors MUST be escorted to reception if they are not an approved visitor.
- The identification badge must be returned to reception
- The visitor's departure time must be recorded in the Visitors Record Book

### **Unknown/Uninvited Visitors to the Academy**

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

They should then be escorted to reception to sign the Visitors Book 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 the Principal and Business Manager or a Senior Leader should be informed promptly.

The Principal / Business Manager or a Senior Leader 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 for.

### **Governors and Volunteers**

All governors and parent helpers must comply with Data Baring Service procedures, completing a DBS disclosure form (if not already held) via the Academy's Business office.

New governors will be made aware of this policy and familiar with its procedures as part of their induction.

### **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.