



**EXCELLENCE**  
GIRLS ACADEMY

LEARNERS TODAY - LEADERS TOMORROW

# Visitors Policy

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<b>Approved by:</b>	Mohammed Ummar Azam -Chair of Governors
<b>Reviewed by:</b>	Laura Webb - Governor
<b>Last reviewed:</b>	August 2023
<b>Next review:</b>	August 2024

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## 1. Introduction

We welcome visitors at Excellence Girls Academy as we recognise the many different ways they contribute to the life and work of the school. The learning opportunities and experience they bring are encouraged and appreciated.

It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all students and staff under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Excellence Girls Academy can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to safeguarding and child protection guidance.

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

The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All governors of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

This policy should be read with the following policies & Documents:

- Safeguarding & Child Protection Policy
- PREVENT Strategy (HM Gov)
- Keeping Children Safe in Education (DfE, Sept 2019)

## 2. Visitors invited to the school

Where possible, permission should be granted by the Headteacher before any visitor is asked to come into school. The Headteacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

For invited visitors, the following protocol will be followed:

- All visitors must report to reception first. They must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.

- All visitors will be asked to enter their details and sign the School Visitor's Book.
- All visitors will be asked to read the information for visitors (Appendix A) and required to wear a visitor's badge/lanyard after signing the visitors agreement (Appendix B) if applicable.
- Visitors will then be escorted to the 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.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point.
- On departing the school, visitors should leave via reception, sign out and return their visitor's badge/lanyard to reception.

### 3. Visitors working with students

Visitors may work with students in a variety of capacities for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's Services or health professionals).

Staff should ensure all normal visitor policy requirements are followed.

Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building.

If a visitor has DBS clearance, they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. **This must be agreed in advance.**

Regular visitors to the school must have DBS clearance.

Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' agreement (Appendix C) and should have completed the visitors' self-declaration vetting form (Appendix D) prior to arrival. A member of staff should have also completed the checklist for visitors (Appendix E) confirming the appropriate checks have been completed under the supervision of the Headteacher.

### 4. Use of external agencies and speakers

At Excellence Girls Academy, we encourage the use of external agencies or speakers to enrich the experiences of our students; however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum, so we need to ensure that this work is of benefit to our students.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.

- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

We do recognise, however, the need to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any such risk themselves, where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

## 5. Unknown/uninvited visitors to the school

For uninvited visitors, the following protocol will be followed:

- Any visitor to the school site 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 and be issued with a visitors' badge/lanyard once the Headteacher has been informed and their reasoning and the appropriate checks have been completed.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed immediately.
- The Headteacher, Safeguarding Lead and/or members of the Senior Leadership Team 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.

## 6. Governors

All governors have DBS clearance and welcome to visit the school any time, however the following procedure applies:

- All governors should wear their ID lanyard at all times.
- Governors should sign in and out.
- New governors will be made aware of the policy and be made familiar with its procedures as part of their induction.

## 7. Staff

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

Staff should always be wearing their ID lanyards.

## **8. Monitoring arrangements**

This document will be reviewed every year but may be reviewed and updated more frequently if necessary. It will be reviewed by the Governing Body and approved by the Chair of Governors at every review.

## **9. Links with other policies**

This policy links with our:

- Child protection and Safeguarding Policy
- ICT and Internet Acceptable Use Policy
- Parents & Visitors Code of Conduct
- Online Safety Policy



## INFORMATION FOR VISITORS

Welcome to Excellence Girls Academy. The information in this document is designed to ensure your safety and to safeguard all members of the school community.

### Summary of our emergency evacuation procedure:

- The fire alarm is signalled by the continuous ringing of the fire alarm bells.
- If you discover a fire, press the nearest fire alarm button and alert a member of staff.
- The school will be evacuated, and you must evacuate to our assembly point: THE SCHOOL PLAYGROUND
- No-one may re-enter the building(s) once the alarm sounds until the all-clear is given.
- Full details of our evacuation procedure are available on our website or from the office.

### Summary of our lockdown procedure:

- The emergency lockdown is used when it is necessary to restrict movement around the school site.
- On hearing the alarm - 3 long rings of the bell or alerted by another member of staff - visitors and contractors should proceed to the nearest office or teacher supervised classroom as quickly as possible. School staff will check their email or phones for further information and instructions.
- Visitors are politely requested to refrain from using any mobile or internet device during a lockdown until told by a member of staff that it is permissible to do so.
- When it is safe to do so, an 'all clear' signal will be given by a designated person either in person or via phone/email and will give further instructions.
- Full details of our lockdown procedure are available on our website or from the office.

## Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all adults on site—including visitors—to share this commitment.

To safeguard the welfare of the children and young people in our care, we do the following:


- Disclosure Barring Service (DBS) checks are carried out on everyone regularly working in the school.
- The DBS status of every adult working with our students (e.g. teaching assistants) is checked.

- No adult without a DBS check will be left unsupervised with students at Excellence Girls Academy.
- The school will undertake due diligence before inviting outside speakers to address students.
- Contractors and other services working on site are required to meet safeguarding requirements.
- Safer recruitment practice informs all recruitment processes and a colleague with appropriate training must participate in all appointment panels.
- Hirers of the school site are subject to safeguarding practices.
- All school staff are given safeguarding training annually (level one) and are conversant with the DfE guidance 'Keeping Children Safe in Education' (DfE, 2019).
- Allegations will be dealt with quickly, fairly and with transparency.
- Safeguarding procedures will be communicated to all staff, parents and visitors.
- Our Safeguarding/Child Protection policy (Including our policy on safeguarding children from extremism) is available via our website and upon request from the school office.
- All visitors are required to comply with the school's ICT Acceptable Use policy (AUP) which is available via our website and upon request from the school office.
- CCTV is in use throughout the school for the purpose of safeguarding. Our CCTV Policy and Data Protection Policy is available via our website and upon request from the school office.

## **Health and Safety/Security**

Health and Safety is a priority. The School will take every reasonable step to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes students, staff and visitors to the School.

This is enabled by:

- Following the procedures outlined in our Health and Safety Policy.
- Assessing and controlling risk as part of the day-to-day management of school activities  Controlling access to the school site.
- Maintaining safe, healthy and secure working conditions.
- Providing necessary training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the School and during out of School activities.
- Carrying out periodic reviews of the Health and Safety policy and updating risk assessments.

You are required to comply with safety procedures for your own protection, and that of everyone else in the school community.

Please report any concerns without delay to the member of staff supervising your visit, or to the School Reception.

## **Access to the School Site**

Very regular visitors may be provided with the reception entry code once DBS clearance is secured. All other visitors must use the entrance doorbell to gain access and then report to

Reception.

### **Car Parking**

We have no on-site parking so where possible we ask visitors to use public transport. If driving, please park on the road and we will be able to give you a visitor permit. If using Thomas Boughey's car park, please ensure you do not block anyone in or park in front of their fire assembly point.

### **Signing In**

All visitors must report to reception as soon as they arrive at the School, sign in the visitors' book and collect a visitor's badge. The badge must remain visible at all times and be returned when signing out prior to leaving the School.

Any visitor in school who is not wearing a visitor or staff badge will be challenged politely to enquire who they are and their business on the school site.

### **Wi-Fi Access**

On request, visitors may be allowed password protected access to the school's WIFI system. Visitors accessing the school's WIFI system are alerted to our internet firewall and web filtering system which blocks sites deemed inappropriate for use in school and which generates daily a report detailing attempts to access sites blocked by the system.

Longer term visitors to the school may be given password access to the school's network after reading and signing our Acceptable Use Policy (AUP).

### **Mobile phones**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room or school office.
- Do not take photos or recordings of pupils (unless it is your own child) or staff
- Do not use your phone in lessons, or when working with pupils
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.
- A full copy of our mobile phone policy is available from the school office.

### **Toilets**

Visitor (and staff) toilet facilities are located opposite reception. Disabled toilets are available next to the student's toilets at the end of the main corridor, near the back exit.





## VISITOR AGREEMENT

The School visitor badge is issued to you as a School visitor on the following conditions:

- You have read and understand the 'Information for Visitors' document.
- Your School visitor badge should be collected when you sign in on arrival and handed back in when you sign out on departure. This must be displayed at all times whilst you are on site.
- Your safety and well-being on site is important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
- The School is committed to safeguarding and promoting the welfare of children and young people and, as such, expects all visitors to share this commitment. If you have any concerns that a child has been harmed or is at risk of harm, please contact the School reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection - Our Designated Safeguarding Lead (DSL) is Saima Shehzad, and Deputy Designated Safeguarding Lead (DDSL) is Samia Haroon.
- The School has qualified first aiders on site. If the services of a first aider are required, please ask at reception for assistance.
- In the event of a fire, you are required to follow our evacuation procedure and leave the building and join others at the assembly point on the school playground. Do not re-enter the building until you are told it is safe to do so.
- In the event of a lockdown, you are required to follow our lockdown procedure and stay inside the building with the rest of the staff and pupils. You must not leave the room you are in or the building until you are told it is safe to do so.
- Excellence Girls Academy is designated a 'no smoking' workplace. Therefore, smoking is prohibited anywhere on the School premises, including outdoor areas.
- All visitors must adhere to our Data Protection Policy, which follows current data protection and GDPR guidelines, and our ICT Acceptable Use policy (AUP).
- The School cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises.

**By signing this document, I confirm I have read, understood and will adhere to the above statements and understand and agree that when visiting the school:**

- I confirm that I do not currently need to self-isolate, in accordance with the latest government guidance.
- I will follow the school's hygiene practices (as set out in the visitor guidance).
- I understand that the school will keep these details for 6 years, as recommended by the [IRMS](#) in case of claims by parents or pupils about visitors' actions.

<b>Name:</b>		<b>Position:</b>	
<b>Contact no.:</b>		<b>Email:</b>	

<b>Signed:</b>		<b>Date:</b>	
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**For office purposes:**

<b>Reason for visit:</b>			
<b>Signed:</b>		<b>Date:</b>	

**Repeated visits:**

<b>Signed:</b>		<b>Date:</b>	
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For office purposes:

<b>Reason for visit:</b>			
<b>Signed:</b>		<b>Date:</b>	

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<b>Signed:</b>		<b>Date:</b>	
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For office purposes:

<b>Reason for visit:</b>			
<b>Signed:</b>		<b>Date:</b>	

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<b>Signed:</b>		<b>Date:</b>	
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For office purposes:

<b>Reason for visit:</b>			
<b>Signed:</b>		<b>Date:</b>	

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<b>Signed:</b>		<b>Date:</b>	
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For office purposes:

<b>Reason for visit:</b>			
<b>Signed:</b>		<b>Date:</b>	



## VISITING SPEAKERS AGREEMENT

At Excellence Girls Academy, we understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our pupils, we expect all visiting speakers to read and adhere to the following statements:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors will also be accompanied by a member of staff at all times.

**Please sign to confirm you have read, understood and will adhere to the above statements:**

<b>Signed:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Position:</b>	



## VISTORS SELF-DECLARATION VETTING FORM

<b>Full name:</b>			
<b>Organisation:</b>			
<b>Purpose of visit:</b>			
<b>Have you ever been convicted of <u>ANY</u> criminal offences?</b>	<b>YES</b>		
	<b>NO</b>		
<b>If yes, please give details:</b>			
<b>Have you ever been received a caution for an offence?</b>	<b>YES</b>		
	<b>NO</b>		
<b>If yes, please give details:</b>			
<b>Have you any criminal cases pending?</b>	<b>YES</b>		
	<b>NO</b>		
<b>If yes, please give details:</b>			
<b>Have you had any contact with Social Services in any capacity?</b>	<b>YES</b>		
	<b>NO</b>		
<b>If yes, please give details:</b>			

<b>Are you in good physical and mental health?</b>	<b>YES</b>	
	<b>NO</b>	
<b>If no, please give details</b>		
<b>Do you require any reasonable adjustments, due to a disability or health condition, to enable you to attend?</b>	<b>YES</b>	
	<b>NO</b>	
<b>If yes, please give details</b>		
<b>Do you agree to uphold the School's values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs?</b>	<b>YES</b>	
	<b>NO</b>	
<b>Do you agree to uphold the School's Equality Policy in that we are committed to prevent discrimination against individuals either directly or indirectly in respect of their age, race, gender, sexual orientation, disability or marital status?</b>	<b>YES</b>	
	<b>NO</b>	
<b>Do you agree to the School's views of not promoting personal/individual parties and political views?</b>	<b>YES</b>	
	<b>NO</b>	
<b>Please state and describe what topic you will be talking about to the children:</b>		

<b>Data Protection Statement and Declaration</b>			
<p>I certify that the information given on this form is correct and complete to the best of my knowledge.</p> <p>I confirm I am not barred/disqualified from work with children, or subject to sanctions imposed by a regulatory body.</p> <p>I understand and give consent to this information being processed and stored (by means of a computer database or otherwise) for personnel purposes in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR). Access to this information will be restricted to a limited number of authorised School Staff.</p>			
<b>Signed</b>		<b>Date</b>	

**APPENDIX E**

## CHECKLIST FOR VISITING SPEAKER/EVENT

<b>Name of the event and speaker</b>			
<b>Date of the event</b>			
<b>Nature of event (talk, demonstration to the children, interactive learning etc)</b>			
<b>Outline of the content of the event</b>			
<b>Point of contact (member of staff organising the event)</b>			
<b>1. Research has been carried out on the speaker and the organisation they are affiliated to:</b>			
<b>Signed</b>		<b>Date</b>	
<b>2. The speaker has completed the visitors self-declaration vetting form:</b>			
<b>Signed</b>		<b>Date</b>	
<b>3. The speaker has signed the visiting speaker's agreement and been provided with the information for visitors:</b>			
<b>Signed</b>		<b>Date</b>	
<b>4. You will ensure that the speaker is accompanied at all times, whilst on the premises:</b>			
<b>Signed</b>		<b>Date</b>	
<b>5. Agreed by the headteacher:</b>			
<b>Signed (Headteacher)</b>		<b>Date</b>	
<b>Post event evaluation</b>			