



Devonshire Primary Academy Visitor Policy



Adopted by Governors/HT: HT
Review period: Annually
Last review date: September 2020
Person responsible for policy: E Jowett

Statement of Intent

This policy is designed to outline Devonshire Primary Academy’s policy regarding all visitors to our academy site and grounds.

This policy will enable the academy to:

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

Authorisation

Individuals who would like to visit the academy, but are not in contact with a member of staff regarding this, should arrange their visit through the office, who can be contacted by emailing admin@devonshire.blackpool.sch.uk or calling 01253 478271.

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.

Where possible, the office should be contacted about a proposed visitation at least two weeks in advance. The office will pass all details on to the relevant staff members for a final sign-off before getting back to the visitors to confirm the details of the visit.

Teachers, or other staff members, arranging visitors to the academy for educational purposes will collate all of the above required information and pass this on to the office for the Headteacher's authorisation.

Visitors who arrive at the academy without a prior appointment may be permitted to meet with staff members, only where these members of staff are happy to do so. The visitor will not be allowed into the academy without the supervision of a member of staff at all times.

Parents are discouraged from visiting the academy during school hours unless it is for one of the following reasons:

- School event
- Emergency
- Collect/drop off a child for/from an emergency appointment

When a parent arrives at the academy they must follow the visiting procedures outlined below.

Visiting Procedures

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

Immediately report to the main office area on arrival,

Provide their details to the office staff, including:

- Full name
- Name of organisation, where applicable
- Purpose of visit

- Name of pupil/staff member the visit pertains to
- Car registration details, where applicable
- Expected length of visit

Sign in and have their face-photo taken using the Invenry screen on the front desk;

- Visitors without DBS clearance will be given a red lanyard and must be escorted to the member of staff/pupil they have come to see, or wait in the office area to be collected by a member of staff.
- Visitors with DBS clearance, who are registered as such on the school system, will be given a black lanyard with fob access throughout the building, although this will not grant them entry in/out of the main corridor auto-doors.

Visitors should ensure the lanyard and their own ID badges are displayed at all times whilst they are on academy property.

Sign out using the Invenry screen on the front desk, making sure to return their lanyard to a member of the office staff.

Visitors, where appropriate, will be made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.

The use of mobile phones and photographic equipment is strictly prohibited within the academy. Should visitors need to make a phone call, they should do so outside of the academy entrance.

Visitors will be advised that the academy is a non-smoking/non-vaping area and smoking/vaping is not permitted anywhere within the academy building/grounds. If visitors leave the academy grounds to smoke/vape, they must remove any lanyard that identifies the academy in any way.

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

Exceptions

Visits to the academy by contractors are governed by the Site Supervisor.

Parents/carers/contacts etc. attending scheduled open days, sports events or other academy activities will be exempt from the visiting procedures outlined above and instead must sign in and out at the office on paper.

Anyone attending academy events should keep to the areas of the academy building/grounds where the events are taking place.

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.

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Any such visitors must be directed to the office immediately.

If a visitor refuses to report to the office, or becomes aggressive/abusive in any way, staff should avoid confrontation by removing themselves from the situation and making a member of SLT aware immediately. Aggressive/abusive behaviour will not be tolerated from anybody and those acting in such a manner will be asked to leave the premises and the police may be called to assist.

Visitor Conduct

Devonshire Primary 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. This includes shouting, swearing, threats of violence towards people or school property and acts of violence towards people or school property.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school 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, Devonshire Primary Academy has the right to immediately withdraw an individual's entitlement to enter the site.

Monitoring and Review

This policy will be monitored and reviewed on an annual basis by the Office Manager and the Headteacher.

Amendments to the policy will be communicated to all members of the school community.