

# Visitors Policy

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## School vision statement

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At Clover Leys Spencer Academy, pupils are supported and nurtured to ensure they reach their full potential as learners and positive contributors to society. We expect every pupil to follow our GROW expectations to create a culture that has respect, resilience, aspiration, determination and positive relationships at its core. We offer a safe and enjoyable learning environment where excellence is promoted.

## Scope of this policy

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At Clover Leys Ashwood Spencer Academy, we recognise that our school is inextricable for the community that it serves, and as a school we actively welcome parents, carers, volunteers and other visitors on site. Opening a school to visitors must never be at the cost of a happy, healthy or safe environment for pupils or staff of the Trust.

## Aims and Objectives

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The Principal and the Senior Leadership Team (SLT) implement an inclusive education at Clover Leys Spencer Academy. We aim to provide an inclusive and welcoming environment to all of our pupils, families, staff and community. The key objectives of this policy is to ensure that we have in place 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 child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This 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 for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors



- Protocol and Procedures

## Roles and Responsibilities

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The local governing body will be responsible for:

- Overseeing the implementation of this policy.
- Reviewing this policy with Senior Leaders on an annual basis to ensure its effectiveness.

The Principal will be responsible for:

- The overall implementation of this policy.
- Delegation of roles and responsibilities to other Leaders or staff members to implement the policy
- Identifying risk and putting in place risk assessments

Staff will be responsible for:

- Supporting the Principal in carrying out the procedures outlined in this policy.
- Ensuring that they understand and implement risk assessments
- Promoting inclusion, equality and diversity within school and in the wider community.

## Visitors Invited to the School

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Before a visitor is invited to the school, the Principal is informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Principal before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification.
- All visitors enter the school building through the main door and report to Administration staff.
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification.
- All visitors are required to sign in using the screen in reception. They will also be advised of Health and Safety measures in place during the COVID 19 pandemic. Visitors will need to read the visitors risk assessment and engage in Track and Trace.
- All visitors are required to wear an identification badge which is printed off once they have signed in. Visitors who have shared their DBS and photographic ID with the office staff are presented with a green visitor lanyard. Visitors who have not shown such paperwork are presented with a red lanyard, meaning that they must be accompanied by a member of the school staff whilst visiting the school.
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and protocol
- Visitors are escorted to their 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.
- During the pandemic, visitors may need to enter and exit from different areas (e.g. meeting room). They will be escorted to areas by a member of staff if this is the case.
- On departing, visitors leave via reception (or are taken to reception) to sign out before leaving the school
- Visitors should return the identification badge to reception



## Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is 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 an identity badge. This also applies to visitors wearing a red lanyard who are unaccompanied. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and an Emergency Response (ER) call is made if necessary. The Principal (or Senior Leader if she is unavailable) will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, an ER call is made and 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.

## Safeguarding

Safeguarding Our children's safety is paramount. Please read the attached Child Protection & Safeguarding Policy and Child Protection Advice leaflet carefully. Should you have a concern about a child or learn of any information that relates to a welfare or child protection issue then this must be discussed with the DSL (Rebecca Chapman ) or DDSL (Chloe Stevens) at the earliest opportunity before leaving the building.

## First Aid

The following staff are trained paediatric first aiders:

Mrs Rebecca Chapman– Paediatric first aider (Principal)

Miss Chloe Stevens – Paediatric first aider (EYFS Teacher). All other staff receive regular basic first aid training as appropriate.

## Emergency Evacuation Procedures

The main alarm is a continuous bell. On hearing it you must leave the building by the nearest and safest exit and report to the back playground.

- Do not re-enter the building until you are told you may do so
- Do not try to go to your car and leave the premises as this may hamper the access of the emergency services
- Do not stop to collect personal belongings

## Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS. New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Principal and the Chair of Governors or Training Liaison Governor. New volunteers



will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

## CPD

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As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

## Terms of access

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Clover Leys Spencer Academy is the private property of the Spencer Trust, and this means that there is no automatic right of entry, apart from the 'implied right' of parents and carers to attend appointments and school events; or to deliver and collect younger children. Clover Leys Spencer Academy, sets out its own rules for presence on site, and they are able, at their discretion to withdraw license for presence on site where the rules for reasonable behaviour on site are not observed. Parents should be aware that unlicensed presence on a Trust site may constitute an offence under the Education Act 1996.

All visitors or persons holding implied license to be present on site must comply in all respects with school safeguarding, visitor registration and other rules of behaviour, including observing the reasonable rights of others. Failure to do so may result in a visitor's escorted departure from the school site, and in removal of any license to be present on site. The rules of behaviour enforced at Clover Leys Spencer Academy include an expectation of reasonable conduct, observing the rights of others. The definition of reasonable conduct is for the Principal to determine in any specific example: however, examples of unreasonable conduct may include demanding to see teaching or leadership staff without an appointment; refusing to leave site when requested politely to do so, or use of abusive language or conduct in school.

Reasonable expectations of good conduct may be deemed to apply to actions taking place offsite. Examples of unreasonable conduct offsite would include publishing the personal information of any member of the school staff; unreasonably attempting to make contact with a member of staff or pupil or student of the Trust outside school, or any action taking place in the school community and specifically designed to bring the school into disrepute.

The responsibility of the school to maintain a safe environment extends beyond school limits and applies both to activities organised by the school and held offsite, and in some respects, to the journey to and from school. Breaches of reasonable conduct offsite may be regarded as violation of the Clover Leys Spencer's visitors on site statement and be responded to accordingly. It is never appropriate to demonstrate aggressive conduct towards the peers of a child or student of the Trust. Any approach made by a parent toward another child, including an attempt to talk to them about their behaviour or perceived actions, may constitute assault and Clover Leys Spencer Academy will take action on this basis.

Please note that it is the policy of all Trust schools to support and comply with police investigation in all circumstances. Any incident potentially meeting the test for criminal conduct will be reported to the police. It is not at staff discretion to decide whether a report will be made.



## Considering the rights of pupils

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At Clover Leys Spencer, maintaining the safety of our pupils is our first priority. The presence of visitors on site must never be at the cost of the rights and safety of children in school. Children have a right not be recorded, photographed or identified outside of the school without their consent. No images or other recordings should be made on site without the specific permission of the Principal and the parents of the child (as appropriate).

Visitors are required to recognise that schools are places of learning, and to respect them accordingly. Visitors on site must not act in such a way as to disrupt learning, undermine reasonable standards of behaviour in school or otherwise refuse to engage with rules and policies put in place to support the smooth running of the school.

## Treating our staff with respect

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Our staff are entitled to be treated with respect. It is never acceptable to raise your voice or to behave aggressively or abusively. There is no place for threats or abusive conduct in schools. Our staff have the right not to be recorded, photographed or identified online without their consent. No images or other recordings may be made on site without the specific permission of the Principal and any staff member present. Staff members are not able to give individual permission for recordings to be made without the specific permission of the Principal. Visitors are required to recognise that schools are places of work, and to respect them accordingly. Visitors on site must not act in such a way as to disrupt the work of the school, undermine reasonable standards of conduct or otherwise refuse to engage with rules and policies put in place to support Trust staff.

Staff have the right to be protected from unreasonable expectations both on and away from school site. Please do not ask our staff members to set aside rules and policies put in place to support the school or their individual rights; to behave unreasonably in the course of their employment, or to respond outside the reasonable expectations defined by the school.

Further information on definitions of conduct and expectations defined as vexatious are available in the Trust Complaints Policy at [www.satrust.com](http://www.satrust.com)



**Designated Safeguarding Lead**  
**Mrs Rebecca Chapman**  
Principle



**Deputy Designated Safeguarding Lead**  
**Miss Chloe Stevens**  
EYFS Teacher



# **Safeguarding for Visitors at Clover Leys Spencer**

If you have any concerns a child has been harmed, is at risk of being harmed or have received a disclosure from a child, please contact main reception as quickly as possible, and ask to speak with a member of staff responsible for Safeguarding.



Clover Leys  
SPENCER ACADEMY



## How to Stay Safe at Clover Leys



"It's alright to ask for help"



116 123



**Designated Safeguarding Lead  
Safeguarding Lead**

**Mrs Rebecca Chapman  
Principle**



**Deputy Designated**

**Miss Chloe Stevens  
EYFS Teacher**

