



Blue Sky Learning



Centre Visitors Policy and Procedures

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, visitors and parents. The ultimate aim is to ensure that students at our centre can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy statement

Visitors are very welcome to Blue Sky Learning, however it is our centre's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The centre has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Principal to ensure that this duty is implemented at all times.

In performing this duty, the Principal recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

The centre therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure.

3. Policy responsibility

Kirsty Burrige (Principal) is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to Kirsty Burrige in the first instance.

4. Where and to whom the policy applies

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

The policy applies to:

- All teaching and non-teaching staff employed by the centre
- All external visitors entering the centre site during the teaching sessions (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

5. Protocol and procedures

5.1 Planned visitors to the centre

All visitors to the centre may be asked to provide formal identification at the time of their visit

- Where possible staff should be informed of all prearranged visitors to the centre
- All visitors must report to the Principal first and should not enter the centre 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
- All visitors will be asked to sign the Visitors' Record Book (which is kept by the Principal at all times), making note of their name, organisation, who they are visiting, car registration number and visitor badge number (where applicable)
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit

- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them.
- Written guidance may be provided to visitors containing this information
- Visitors will then be 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
- On departing the centre, visitors should leave via the main door and:
 - 🚦 Enter their departure time in the Visitors' Record Book alongside their arrival entry
 - 🚦 Return the identification badge to the Principal

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

5.2 Unknown/ unplanned visitors to the school

- Any visitor to the centre site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the centre
- They should then be escorted to reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in 5.1 then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal should be informed promptly
- The Principal 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 centre grounds, police assistance will be called for.

6. Regular volunteers/parent helpers

- All regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity
- All parent helpers should follow the procedures as stated in 5.1
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Principal before coming into the centre for an activity or class supporting role
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Principle must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again all parents should follow the procedures as stated above 5.1

7. Contractors/ Workmen

- Contractors/ workmen should follow the procedures set out in 5.1

8. Staff development

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

9. Linked policies

This policy should be read in conjunction with other related policies, including:

- Child protection/safeguarding policy
- Health and safety policy

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Reviewed – September 2021