

# Visitors Policy

Camborne Science and International Academy



<b>Approved by:</b>	Governors' Policy Committee	<b>Date:</b> 11 <sup>th</sup> December 2018
<b>Last reviewed on:</b>	Dec 2018	
<b>Next review due by:</b>	Dec 2020	

All CSIA policies are reviewed by the Governors' Policy Committee (which meets termly), according to a fixed schedule. On extremely rare occasions, there may be circumstances where an event (for example, a change in legislation/national guidance), necessitates a policy being amended immediately, outside of this schedule.

Where this is necessary, the Principal will seek permission from the Chair of the Governors' Policy Committee, to amend the policy immediately. The Principal will then confirm details of any amendments with all members of the committee by email and the policy will be reviewed at the next scheduled meeting of the committee.

- 1.1 Camborne Science and International Academy welcomes many visitors during the course of the day who often make an important contribution to the life and work of the school in many ways. Visitors include external agencies, parent/carer, previous students and volunteers. It is the intention of Camborne Science and International Academy that every visitor is treated with courtesy and respect, and made to feel welcome whilst on the premises. The school is responsible for ensuring the security, wellbeing and safeguarding of our students at all times, and is equally responsible for the wellbeing of the whole school community and we take this responsibility seriously.
- 1.2 This policy is therefore designed to value all visitors whilst simultaneously safe-guarding students.

## **2.0 Policy Responsibility**

- 2.1 Bev Lawrence is the member of staff responsible for the implementation, coordination and review of this policy. This person will also be responsible for liaising with the Personnel and Admin Manager and the school's Senior Designated Safeguarding Lead (Mark Fenlon, Vice Principal).

## **3.0 Aim**

- 3.1 To safeguard all children under the school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Camborne Science and International Academy students can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

## **4.0 Objectives**

- 4.1 To have in place a clear protocol and procedure for the admittance of visitors to the school site which is understood by all staff, students, visitors and parents, and conform to safeguarding guidelines. Awareness of our protocols and procedures will be shared with staff, students, visitors and parents through a variety of means, including; the school website, assemblies, tutorials and staff meetings.

## **5.0 Visitors Protocol**

- 5.1 Camborne Science and International Academy has regular visitors to the school who satisfy all safeguarding and DBS criteria. Such visitors will be allowed access to the school unaccompanied and access to students as appropriate. The school will keep a list of the names of these regular visitors who have access to our students. The receptionist will refer to this list to authorise admittance to the school site and they will be provided with a photographic identification badge for Camborne Science and International Academy with a clearly identified lanyard. This badge will be returned to the receptionist when signing out at the end of the visit. If the receptionist has any doubt regarding the authorisation of admitting a visitor they will contact a member of SLT as a priority. The school will be provided with a copy of enhanced DBS clearance for regular visitors which will be recorded with The Single Central Record. The Personnel and Admin Manager will be responsible for regularly reviewing the list of named regular visitors and that the protocols are consistently actioned.

All other visitors to the school must be authorised and accompanied at all times whilst on school premises and whilst the students are on site. Authorisation for a visitor to enter the school grounds or buildings is dependant on the nature of their visit. The person responsible for making this decision will be the school receptionist, who if in doubt, will seek further clarification and authorisation from a member of SLT. All visitors entering the school must be accompanied by a responsible member of staff at all times. The responsible member of staff being vigilant as regards access to students.

- 5.2 Outside school hours, all students if not under direct supervision of a member of staff, will take responsibility for their own safety and will report to a member of SLT/staff if a concern exists. Guidance will be provided for students through assemblies and the tutorial programme.
- 5.3 Maintenance contractors who will primarily be engaged to work during term time will be accompanied by the site team at all times unless they satisfy all safeguarding and DBS criteria. They must meet with the Site Manager and Site Staff to complete the necessary safeguarding checks and also supply a copy of their insurance documents prior to commencement of work. All contractors carrying out emergency work during term time will be accompanied by site staff at all times.

## **6.0 Visitor Procedures**

- All visitors must enter the site via the main entrance on Cranberry Road and follow signage to reception.
- Those arriving by car should ideally park in the allocated spaces at the front of the school.
- Visitors must report to reception first.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times.
- All visitors, including contractors will be required to wear a Camborne Science and International Academy numbered identification badge with a clearly identified lanyard (Black/CSIA in red for supply teachers, Red/CSIA Visitor in white for visitors and Blue/CSIA Contractor in white for contractors). Badges are to be visible at all times. All visitors will sign to acknowledge reading the visitor information detailed on the reverse of the badge which will outline their responsibilities in meeting our safeguarding procedures.
- Visitors will be escorted to the waiting room and wait to be collected by the nominated member of staff responsible for them, or another delegated member of staff. Visitors can be collected by a minimum of two students under the direction of a member of staff.
- The member of staff will then be responsible for their visitor while they are on site.
- Any visitor who is not DBS checked must be accompanied at ALL times, anywhere on the school site, by the nominated member of staff. At no point should a visitor be on their own with children, and visitors should only use staff cloakrooms if required.
- Any visitor delivering a lesson must agree the content and tone of that with the member of staff responsible for the visit, prior to the visit taking place. Any visitor delivering a PSHE session must agree the content and tone with Su Gellatly, Director of KS4, who will seek approval from Naomi Godolphin, Assistant Principal. Any visitor delivering an assembly or an extra-curricular activity with a religious content, must agree the content and tone with Mark Fenlon, Vice Principal, prior to the visit taking place. The content and tone must be in line with Camborne Science and International Academy's ethos, be fully compliant with all Equal Opportunities legislation and The Prevent Agenda, and take into account the age and ability of the students.
- Staff who have arranged for a visitor to present to/work with students must ensure that their line manager is aware of the visit.
- If the visitor is a regular visitor to the school, they should be registered on the school's Single Central Record and have completed the necessary Safeguarding checks (e.g. Peripatetic Music Teachers). The Personnel and Admin Manager will be responsible for regularly reviewing the list of named regular visitors and that the protocols are consistently actioned.
- Visiting procedures apply to parents when collecting and/or delivering a student to school. On these occasions a student leaving or returning to school must be signed out or in via the

appropriate signing in and out procedures, and will meet/leave their parents/carers in main reception.

- On departing the school, visitors should leave via reception and:
  - Enter their departure time on the Visitors Record Book alongside their arrival entry
  - Return their numbered identification badge to reception
  - A member of staff should escort the visitor to the front door (ensuring the visitor does not re-enter the school site, potentially breaching security).
- Kitchen deliveries will be delivered directly to the kitchen and deliverers will be supervised by kitchen staff at all times.

## **7.0 Unknown/Uninvited Visitors to the School**

- Any visitor to the school site who is not wearing a Camborne Science and International Academy visitor badge should be challenged politely by members of staff to enquire who they are and their business on the school site. Students who have a concern regarding any visitor should contact a member of staff as a matter of urgency. They should not approach the 'visitor' independently.
- They should then be escorted by a member of staff to reception to have their visit processed according to the procedures outlined above.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately. The Principal and Vice Principal should be informed as a matter of urgency.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately by a senior leader and warned that if they fail to leave the school grounds, police assistance will be sought.
- The Principal/Vice Principal will consider each situation and decide if it is necessary to inform the police of the concerns.

**It is the responsibility of ALL employees to verbally and respectfully challenge any individual on the school premises who is not wearing a Camborne Science and International Academy Visitors' Pass.**

VISITOR INFORMATION (available on school website)

Welcome to Camborne Science and International Academy - we hope you enjoy your visit, and the hospitality shown by staff and students alike. The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

### **Visitors must therefore:**

- Park in the designated 'visitors' car parking bays. (If this is not possible, please park in an available bay and report that to reception).
- On arrival in school, use the main school entrance and report and sign in at reception, showing proof of identity, where appropriate.
- Wear a CSIA visitors' badge and sign to acknowledge reading the visitor information on the reverse of the badge.
- Wait in the waiting room until collected by the relevant member of staff.
- Ensure that at all points during the day, you are accompanied by the member of staff who has invited you in (or their delegate).

- Use only the staff cloakrooms in reception when needed. VI Form cloakrooms for visitors to VI Form.
- Sign out at reception on leaving the school, returning the numbered visitors' badge.
- Should there be a fire evacuation, the member of staff you are with will accompany you out of the building and to the visitor assembly point on the all weather pitch (identified on your map)