

Visitors Policy

Camborne Science and International Academy



Approved by:	Governors' Policy Committee	Date: 8 December 2022
Last reviewed on:	4 Dec 2020	
Next review due by:	Dec 2024	

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.

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information in Braille, large print, any other format or interpreted in a language other than English, please contact the HR office, telephone: 01209 712280 or email: enquiries@cambornescience.co.uk

Introduction

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, parents and carers, 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.

This policy is therefore designed to value all visitors whilst simultaneously safeguarding students.

Aims

To safeguard all children under the school's responsibility both during the 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.

To safeguard all members of staff; all staff at Camborne Science and International Academy are entitled to safe and protective environment in which to work.

Objectives

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 conforms 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.

Visitors Protocol

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 HR Assistant 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.

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 or a member of staff if a concern exists. Guidance will be provided for students through assemblies and the tutorial programme.

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.

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 in on the electronic tablet which is kept on 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 on the tablet and the reverse of the badge which will outline their responsibilities in meeting our safeguarding procedures. Visitors will also be provided with a Safeguarding Leaflet, which highlights their responsibilities in safeguarding students and how to respond should they have a concern.
- 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, 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 HR Assistant 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 and carers in main reception.
- On departing the school, visitors should leave via reception and:
 - Their departure time will be recorded on the tablet.

- Return their identification badge to reception
- Be escorted by a member of staff 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.

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.

Visitor behaviour towards members of staff

All visitors to Camborne Science and International Academy, including parents and carers, are to be respectful to members of staff. This includes:

- in school buildings or on school site
- by telephone to the school
- by email to the school
- on social media referring to the school
- in any other setting, which is reasonable in the view of the Principal or Chair of Trustees

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community; this is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Inappropriate posting on Social Networking sites which are abusive or inappropriate in the view of the school
- Threatening violence or acting violently, including damage to property or injury to individuals
- Speaking in an aggressive/threatening tone
- Physically intimidating , e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Shaking or holding a fist towards another person
- Swearing
- Spitting
- Behaving in a way which makes others feel distressed, humiliated or threatened
- Frequent, unwarranted and/or unnecessary correspondence which is hindering the proper running of the school
- Making deliberately false, malicious or vexatious accusations
- Consumption of alcohol or use of illegal drugs on the school site, or accessing the school site whilst intoxicated
- Racist, sexist or homophobic comments
- Approaching and shouting at students or other parents on the school site or in close proximity to the school
- Targeting a specific member of staff whilst on the academy premises or offsite

Camborne Science and International Academy has a range of strategies to employ with any parent/carer or visitor who engages in unacceptable conduct. These sanctions may include a verbal warning, invitation to a mediation meeting and/or formal written warning.

Guidance will be provided for members of staff to conclude conversations swiftly in response to unacceptable behaviour from a parent, carer or visitor, following a pre-prepared script.

Legal sanctions will be used in extreme circumstances e.g. if a parent/carer continues to exhibit conduct in breach of this policy or has committed a serious breach of this policy. They can be initiated at any stage if, in the reasonable judgement of the Principal or Chair of Trustees of the school, the severity of the behaviour warrants such a level of intervention.

Where the behaviour is so extreme that it threatens the immediate safety and welfare of staff or others, the matter will be referred immediately to the police for action. The school may also refer the case to children's social care, where the behaviour indicates that the parent poses a risk to children. Any child protection and safeguarding concerns will be addressed in accordance with the school's Child Protection and Safeguarding Policy.

Communication with the school can be restricted e.g. requesting contact in a particular form (for example, letters only), requiring contact to take place with a named person only or restricting telephone calls to specified days and times. Any parent/carer in breach of the restrictions may have their right to access to the school site removed.



CAMBORNE SCIENCE
& INTERNATIONAL ACADEMY

Learning to be Extraordinary

AMBITION |

RESPECT |

RESILIENCE |

ALTRUISM |

INTEGRITY