

# PENRICE ACADEMY

## VISITORS POLICY– INFORMATION FOR VISITORS

Welcome to Penrice Academy - We hope you enjoy your visit and the hospitality shown by staff and students alike.

The Academy 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 an Academy, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

**Please can all visitors therefore:**

### On arrival

- Park in the designated 'Visitors' car parking bays, or an alternative bay if the Visitors' car parking bays are occupied; please provide your registration number to Reception when signing in.
- Use the main Academy entrance, report to and sign-in at Reception, showing proof of identity.
- Wear a visitors' badge which is issued at Reception.
- Wait in Reception until collected by the relevant member of staff.

### During the day

- Ensure that, at all points during the day, you are accompanied by the member of staff who has invited you in. The only exception would be if the Academy has received assurance from the organisation which you are representing, confirming that they have undertaken all necessary vetting checks for you and provided you with relevant safeguarding training; in this instance, you may be unaccompanied, but this must be confirmed by the Reception team.
- Use only the staff cloakrooms when needed.
- Sign out at Reception on leaving the Academy, returning the visitors' badge.

### Fire Evacuation

- 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.
- Your attention is drawn to the following information:

**Fire Warning Signal:** A continuous ringing of the bell lasting for approximately 1 minute, followed by a period of silence for approximately 1 minute.

**Fire Alarm:** A continuous ringing of the bell following the warning signal.

**All Clear Signal:** 10 short rings of the bell following the warning signal.

- In the event of a fire all visitors must report to the assembly point in the yards to the front right of the main Academy buildings, the Reception staff will account for all visitors on site.

# PENRICE ACADEMY

## Visitors Policy – Information for Staff

The Academy 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 an Academy, we have a statutory duty regarding safeguarding of children and we take this responsibility seriously.

In conjunction with this policy, staff should also read the section entitled 'Penrice Academy Visitors Policy – Information for Visitors'.

### Visitors whose purpose is to meet with staff

If you have arranged for a visitor to meet with yourself or another member of staff, please ensure that:

- You have completed a 'Visitor Request Form' and received the relevant leadership approval. Reception staff are informed in advance, so they can add the visitor to the booking system and check if relevant assurance is held from the organisation which the visitor represents.
- You have spoken with your visitor prior to their visit, drawing attention to the following:
  - They should park in the visitors' car park
  - They should report to the Main Reception and sign-in, showing photographic proof of identity.
  - They should then wait in Reception, to be collected by yourself or another member of staff (not by a student).
- Any visitor to the Academy is, at all times, accompanied by yourself or another member of staff to whom that responsibility is delegated, unless the Reception staff are able to confirm that they have the necessary assurance in place for the visitor to be unaccompanied.
- Visitors only use staff cloakrooms, if needed, and must be shown the location of appropriate cloakrooms.
- At the end of the visit, visitors return to Reception where they will sign out before leaving the site.
- Prospective parents visiting the Academy are unlikely to have appropriate clearance and if you are organising a tour of the Academy for the parents, you should note that they will need to be accompanied by two students during the tour and the briefing for students should include appropriate safeguarding-related issues.
- If there is a fire evacuation, visitors should be directed to the dedicated assembly point, in the bottom front yard (see the Academy's Fire Evacuation Policy), where they will be accounted for by the Reception staff.

- **At no point should a visitor be on their own with children (unless on a tour, as above, or if the Reception staff have confirmed the necessary assurance is in place) and if you are unable to accompany your visitor throughout their stay in the Academy you will be responsible for ensuring that another member of staff is available to accompany the visitor.**

Please be mindful of the following guidance, which attends to safeguarding issues:

- Staff **must** ensure all the bullet point protocols above are complied with, as they apply equally to all visitors.
- Any visitor who has not been subject to relevant safeguarding and vetting checks **must not be alone with students at any point**. This includes whole class or small group teaching, or one-to-one interviews of students, or escorting by students around the building.
- If a visitor has been subject to the relevant safeguarding and vetting checks, then at times they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one-to-one interview. **All visitors must be agreed by a member of the Leadership Team in advance and the member of the Leadership Team must be satisfied that the visitor has appropriate clearance to work with children.**
- Visitors working with children in regulated activity at the Academy must have been subject to all necessary safeguarding and vetting checks. Please speak to Alice Rowse, Office Manager, if you need any guidance or advice on this before arranging any visitors to attend.
- Any visitor delivering a lesson or assembly must agree the content and tone of that with you, prior to the visit taking place. The content and tone must be in line with the Penrice Academy ethos, be fully compliant with all Equalities legislation and take into account the age and ability of the students.
- Candidates attending the Academy for selection interviews will not have been vetted by the Academy in advance and therefore if you are organising a tour of the Academy for the candidate you should note that the visitor will need to be accompanied by two students during the tour and the briefing for students should include safeguarding-related issues.