Ormiston Academies Trust

Cowes Enterprise College, an Ormiston Academy Visitors' policy

Policy version control

Policy type	OAT Mandatory
Author	Nikki Cameron, Safeguarding Manager
In consultation with	OAT Deputy Safeguarding Manager Academy Staff Education Directors OAT Estates
Approved by	Executive, June 2023
Description of changes	▪ Throughout -references to pupil/student/young person replaced with child or children. ▪ Removed- section on Covid 19 protocols ▪ Section 2 – clarification around: DBS, recording of information, vapes, photographic ID, - 2.1.1.6, 2.1.1.7 ,2.1.1.8, 2.1.1.9, 2.1.1.10, 2.1.1.11, 2.2.1, 2.2.2, 2.2.3 ▪ 2.4 - section on approved visitors list rewritten for clarity ▪ 2.5. section re written to add clarity around contractors DBS and supervision. ▪ 2.5.19 – 2.5.23. Added section - around OAT staff – for clarity and to cover pre-employment vetting check assurance to academies
Links to	▪ Health and Safety at Work Act 1974 ▪ The Counter Terrorism and Security Act 2015 ▪ Data Protection Act (GDPR) 2018 ▪ The Children Act 2004 ▪ The Equalities Act 2010 ▪ Keeping Children Safe in Education ▪ Working Together to Safeguard Children ▪ Safeguarding and Child Protection Policy ▪ DBS Policy ▪ Health and Safety Policy ▪ Complaints Policy ▪ Whistleblowing Policy ▪ Teaching and Learning Policy ▪ Equalities and Diversity policy ▪ Accessibility Plan ▪ Emergency Evacuation and Lockdown Policy

Contents

1. Policy statement and principles

1.1. Policy aims and principles:

1.1.1. The aim of this policy is to have in place clear protocols and procedures for the admittance of external visitors to the school which:

- are understood by all staff, governors, visitors and parents/carers.
- prevents unsuitable people from working with or accessing children in the school setting.
- conforms to all current legislation and statutory guidance.

1.1.2. The academy has control of, and responsibility for, its' children anywhere on the academy site (i.e. within the academy boundary fence/secure line), during normal academy hours. It also has responsibility for the welfare of children during extracurricular activities which it has organised on and/or off site.

1.1.3. We will also comply with other legislative requirements, such as the Prevent duty and report concerns to appropriate bodies, local and nationally.

1.1.4. We will make reasonable adjustments to ensure equality of accessibility is optimised for staff, children and visitors.

1.1.5. We welcome visitors who support our ethos of Educating for Life.

1.2. Who does this policy apply to?

1.2.1. This policy applies to everyone who works on, or visits our site, uses our site for external lettings reasons, or who works, at our request, off site with our children, for example:

1.2.1.1. All staff employed by the academy.

1.2.1.2. All external visitors entering the academy site during the academy day or for extracurricular activities (including peripatetic tutors, sports coaches, and topic related visitors e.g., authors, journalists).

1.2.1.3. All governors of the academy.

1.2.1.4. All parents/carers and volunteers.

1.2.1.5. All children.

1.2.1.6. Other education related personnel (advisors and inspectors).

1.2.1.7. Building, maintenance and independent contractors visiting the academy premises.

1.2.1.8. Independent contractors who may transport children, for example, school transport services, minibuses or in taxis.

1.2.1.9.   Any other visitor or staff not covered in the above

1.3. Legal Context

1.3.1. We have used current legislation, advice and guidance in writing this policy.

1.3.2. The academy has a legal duty of care for the health, safety, security and wellbeing of all children and staff and expects all visitors to actively support, not only the policy requirements, but also to behave in accordance with the spirit of the policy.

1.3.3. The processing of personal data associated with visit will be processed to meet UK GDPR requirements as prescribed in OAT Records Retention Policy and OAT Freedom of Information and Data Protection Policy.

1.4. Who is responsible for this policy?

1.4.1. The Principal is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and / or reception staff as well as the Designated Safeguarding Lead, as appropriate.

1.5. Reporting Concerns

1.5.1. All breaches of this procedure must be reported to Louise Iorio as quickly as possible and certainly within one working day, via email: liorio@cowesec.org

1.5.2. Any concerns about a child's safety or well-being must be reported to the Designated Safeguarding Lead immediately (see key contacts table below).

1.6. Key contacts in our academy

Role	Name	Contacts
Principal	Rachel Kitley	rkitley@cowesec.org
Designated Safeguarding lead (DSL)	Roger Lyon	rlyon@cowesec.org
Finance Director	Richard Marinelli	rmarinelli@cowesec.org
Facilities Manager	Stephen Williams	swilliams@cowesec.org
Community Relations Manager and Data Protection Lead	Louise Iorio	liorio@cowesec.org

1.7. Monitoring and review

1.7.1. We will review this policy every 2 years from the date of approval by SLT by Governors and SLT or when:

- there are changes in legislation and / or government guidance
- other significant changes or events occur
- the policy is deemed to be ineffective

1.7.2. If there are urgent concerns about this policy, please raise them immediately with the academy's DSL, Roger Lyon, to determine whether a review of the policy is required in advance of the review date.

1.7.3. If you have any non-urgent suggestions as to how we could improve this policy, or any of the associated procedures please email Louise Iorio, Community Relations Manager and Data Protection Lead, by email liorio@cowesec.org

2. Academy visitor procedures

2.1. Arriving at the academy

We will ensure that there is clear signage directing visitors to our visitors' car park and main reception area.

2.1.1. On arrival visitors must:

2.1.1.1. Report to main reception area before moving around the site.

2.1.1.2. Only use the designated entrances which are clearly signposted.

2.1.1.3. Let the reception staff know who they are, the purpose of the visit and who their contact in the academy is

2.1.1.4. Make the academy aware of any relevant medical conditions or accessibility needs in order to enable the academy to make reasonable adjustments and ensure visitors are safe.

2.1.1.5. Have photographic identification, if applicable, ready to show to reception staff.

2.1.1.6. Follow the academy's procedures for signing in and out using the InVentry Electronic Sign-in screens.

2.1.1.7. The academy will take a record of the following- name, organisation (if relevant), person being visited, time of arrival, vehicle registration (if relevant). The academy may take a photo for the purposes of producing an identity badge. The academy may also ask for an email address and a phone number. This information will be kept in line with the academy retention policy.

2.1.1.8. In exceptional circumstances the academy may ask to see a DBS certificate. This is usually because there is not a 'letter of assurance' from an employer. The academy will NOT make a copy of your DBS or record any details from it.

2.1.1.9. As this is personal data, visitors can request that the DBS is viewed by the principal only.

2.1.1.10. The person checking the DBS will look for the water mark on the certificate and the workforce details. Pictures of DBS on a mobile device cannot be accepted.

2.1.1.11. If there are any disclosures on the DBS, the principal will discuss this with the DBS holder in order to risk assess their time on site.

2.1.1.12. The academy may ask for a contact phone number.

2.1.1.13. Visitors will be issued with, a visitors' identification badge or sticker. This must be worn so that it is visible, at all times and visitors should ask for another if it is lost or damaged. The academy may also ask visitors to wear any of their own identification tags/badges e.g., OAT Head Office staff, Ofsted Inspector, company badge etc. There are two distinct types of visitor's badges at Cowes Enterprise College. A visitor's badge with a red lanyard means that the visitor must be accompanied at all times as no DBS check has been seen. A visitor's badge with a black lanyard means that a DBS check has taken place and been seen by the relevant member of Academy staff. Visitor's badges with black lanyards are also issued to visitors on the approved visitors list where DBS checks have been seen by Academy staff. Unless on the approved visitor list (see section 3.4 below) visitors will not be allowed to move around the site unaccompanied.

2.1.1.14. The academy will give visitors information in the form of a leaflet covering how to keep themselves safe in school- ie emergency evacuation and lockdown procedures, who to contact if there are concerns about a child and the safeguarding procedures.

2.1.1.15. The academy is a non-smoking area including vapes and e-cigarettes

2.1.1.16. Responsibility for visitors lies with the individual academy contact for the visit.

2.2. Checking of ID

2.2.1. Photographic ID will be checked for professionals, volunteers, and other adults who will be working in the academy. Examples of accepted photo ID are company ID badge with name clearly shown, passport or driving licence.

2.2.2. For other adults visiting the academy ie parents, governors, identity may also need to be confirmed

2.2.3. We will not make a copy of a visitor's ID or record any details from it.

2.2.4. The academy will check the visitors own ID and check this against the academy's central record of visitors who have provided the academy with a current, clear DBS check within two years. For regular visitors a record a clear DBS check is held in the academy's InVentry electronic sign-in system.

2.3. Leaving the academy

2.3.1. On departing the academy, visitors must:

    2.3.1.1.   Leave via reception.

    2.3.1.2.   Follow the departure procedures by signing out on the electronic InVentry System

    2.3.1.3.   Return their identification badge to reception.

    2.3.1.4.   Leave the premises promptly.

2.4. Approved visitor list (DBS pre-checked)

2.4.1. The academy holds an approved visitor list for adults who are there in a professional capacity (including social workers, educational psychologists, physiotherapists, contractors etc).

2.4.2. To qualify for this list the visitor must have demonstrated, prior to the visit, that confirmation has been received from the employer that appropriate pre-employment vetting checks, in line with Keeping Children Safe in Education have been carried out. (Letter of assurance)

2.4.3. In these circumstances the academy does not need to ask to see a DBS certificate ((KCSIE 2023 para 301)

2.4.4. Photo ID will be checked.

2.4.5. Visitors on the approved list must follow the same procedures on entry and departure to the premises (i.e., come to reception and sign in using the electronic Inventory Sign-in System). A copy of the approved visitor list will be kept on the Inventry System and will be regularly updated.

2.4.6. Visitors on this list may be identified with a different coloured lanyard or badge to identify them to academy staff as 'approved'.

2.5. Specific rules for certain types of visitor

Contractors

2.5.1. All contractors, or employees of contractors must have had the appropriate level of DBS check prior to working at the academy.

2.5.2. This will be confirmed in a letter of assurance from the contractor, preferably updated annually.

2.5.3. Contractors who are engaging in regulated activity will require an enhanced DBS check including children's barred list information (see KCSIE 2023 paras 289-294)

2.5.4. For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required.

2.5.5. Where a contractor is a self-employed and is therefore unable to obtain a DBS check themselves the principal will consider obtaining one on their behalf.

2.5.6. Where a letter of assurance has been obtained, the academy does not need to check a DBS certificate. ID will need to be checked, but copies will NOT be taken (as 2.2.3)

2.5.7. Under no circumstances will a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.

2.5.8. The principal will determine the appropriate level of supervision depending on the circumstances.

2.5.9. Insurance details of contractors will be checked prior to working within the academy.

2.5.10. Prior to work starting, the principal, or person delegated by the principal, will ensure that liaison with any contractor in respect to health and safety issues has taken place. For example, where the maintenance / works might affect children's normal use of the academy facilities.

2.5.11. The principal, or person delegated by the principal will ensure the contractor is informed as to where children will be working, walking etc. and when (If relevant).

2.5.12. In our academy responsibility for liaising with contractors is delegated to the Facilities Manager

Governors

2.5.13. All members of the governing body, will have an enhanced DBS and a Section 128 check as per our DBS Policy

2.5.14. Governors must wear an academy issued ID badge at all times.

2.5.15. Governors should sign in and out using the academy signing in system.

2.5.16. New governors will be made aware of the policy and familiar with its procedures as part of their induction by a member of SLT.

2.5.17.   All governors' formal visits should have a clear focus and should, in some way, increase the knowledge and understanding of academy policies and processes. Visits should be arranged with a staff member in advance to make the most out of the time in the academy.

2.5.18.   Following a governor visit, the governor must complete a governor visit form and submit this to the clerk to the governing body as a record of the visit and detailing any actions that are identified. This will be presented at the next governing body meeting.

OAT Employees

2.5.19.   All Ormiston Academies Trust head office staff and Trustees are subject to the appropriate pre-employment vetting checks as required by KCSIE and are on the OAT single central record.

2.5.20.   Staff from other academies are also on the Trust single central record and have had appropriate pre-employment vetting checks.

2.5.21.   There is no requirement to check the DBS of OAT staff – either head office or academy based staff.

2.5.22.   Photo identity should always be checked for any member of OAT via their OAT ID badge.

2.5.23.   If OAT ID is not available, assurances can be made by the principal or through OAT HR.

Visitors working with children

2.5.24.   Visitors to classes for specific purposes of contributing to high quality learning are encouraged and welcomed. These visits are by appointment only.

2.5.25.   Staff members arranging visitors to the academy should collate all the above required information and pass this on to their SLT Link for SLT or the principal's authorisation via email.

2.5.26.   In arranging visits, staff should consult with their SLT Link or Principal for authorisation prior to finalising arrangements.

2.5.27.   The SLT Link/Principal **must** grant permission for any visitor, to work with children or within a classroom, before the activity can commence.

2.5.28.   Agreement will be made prior to the visit regarding, learning objectives, timings, resources, approaches, dealing with issues and feedback etc in liaison with the staff member's SLT Link.

3. Visiting Speakers

3.1. Cowes Enterprise College, an Ormiston Academy believes in encouraging the use of visiting speakers and external agencies to enrich the learning experience of its children.

3.2. We will seek assurance from visiting speakers that they will not contradict the ethos of the academy or conflict with the legal framework outlined in the Prevent duty or other relevant legislation.

3.3. Cowes Enterprise College, an Ormiston Academy fully supports the British Value of freedom of speech and will endeavour to provide children with a balanced view of events, ideas and beliefs.

3.4. Approved Speakers list

3.4.1. The academy holds a formal register of all approved visiting speakers. The person responsible for this is Roger Lyon, DSL.

3.4.2. To qualify for this list the visitor must have demonstrated and agreed, prior to the visit, that:

3.4.2.1. Any messages communicated to children support British values.

3.4.2.2. Any messages communicated to children do not seek to glorify criminal activity or violent extremism.

3.4.2.3. The group or person is not attempting to narrow the views of children through extreme or narrow views of faith, religion, culture or ideology.

3.4.2.4. Any supportive materials such as Powerpoints, handouts or transcripts of speeches are available for review prior to the visit.

3.4.2.5. Permission is given for the speech/talk to be recorded by the academy if necessary.

3.4.2.6. Any recording or video will ensure children cannot be identified and will not be made public by the speaker without agreement from the child and the academy.

3.4.2.7. Before the visit, a full risk assessment will be carried out and submitted to the Senior Leadership Team and which may be sent out to the visiting speaker in advance of their visit.

4. The Prevent Duty

4.1. The "Prevent" statutory guidance requires academies to have clear protocols for ensuring that any visiting speakers, whether invited by staff or children, are suitable and appropriately supervised. These are outlined in sections above.

4.2. In addition:

- Due diligence will be carried out on the person and organisation to establish whether they have demonstrated extreme views/actions
- Visiting speakers will be accompanied at all times and not left unsupervised with children at any point.

4.3. Upholding academy ethos and values

Cowes Enterprise College, an Ormiston Academy

4.3.1. does not tolerate any person who intentionally or unintentionally demeans individuals and groups defined by their ethnicity, race, religion, sexuality, gender, disability, age or lawful working practices.

4.3.2. does not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear, harassment, intimidation or violence.

4.3.3. does not accept the use of offensive or intolerant language by guest speakers.

4.3.4. values freedom of speech and opinion, but recognises that, in the interest of the whole learning community, this must exist within formal guidelines.

4.3.5. recognises that extremism and exposure to extremist beliefs places the well-being of children at risk and can also lead to poorer outcomes.

4.3.6. is aware that children may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff have been trained to deal with these instances appropriately and proportionally.

4.3.7. is a safe space where children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideologies.

4.3.8. believes that the best way to combat extremism and intolerance is to empower children to challenge these views in an active and constructive manner.

4.4. Determining the suitability of a speaker/material

4.4.1. Other than safeguarding and Prevent Duty issues, there are a number of other factors that are considered when evaluating the suitability of a guest speaker or external group. The academy will be the final arbiter on suitability.

4.4.2. The academy will consider whether or not:

4.4.2.1.   The visit will add value to the children's learning experiences.

4.4.2.2.   The speaker or group has the expertise in the subject they are delivering.

4.4.2.3.   The planned activities meet health and safety guidelines.

4.4.2.4. Relevant references have been provided and checked.

4.4.2.5. The material/subject matter is age appropriate.

4.4.2.6. The material/subject matter offers a balanced presentation of opposing views. This is applicable when a guest speaker is expressing overtly political or partisan views

4.5   Preparing for a visiting speaker

4.5.1. It is important that children are prepared well before a visiting speaker arrives, particularly if the topic is a sensitive one or one which may be distressing for a child i.e. a hard-hitting road safety or fire safety presentation. Each child has a different lived experience and we will be sensitive to the emotional health and well-being of our children

4.5.1.1. Parents/carers will be notified of visiting speakers and the purpose and content of their talk beforehand

4.5.1.2. Pastoral staff will identify any child they think may find a presentation upsetting or traumatic and put appropriate measures in place – this may include preparation before the talk, option to withdraw from the talk, or support post talk

4.6 During the visit

4.6.1. The organiser or a leading member of staff will be present during the speech or group activity, to oversee that the relevant guidelines are followed and will intervene if they feel guidelines are being breached.

4.6.2. Staff will be particularly vigilant to any signs of distress from any child

5. External Agencies- unplanned visits

5.1. All agencies are required to work together to safeguard children. There may be a rare occasion where an external agency, such as the police, LA children's services, health services etc. will need to make an unplanned visit to the academy in relation to one, or more, of our children. e.g., police investigating a serious crime, social worker investigating abuse. Wherever possible, agencies are requested to give as much notice as possible before they arrive.

5.2. Whilst we will meet our duties to cooperate with such agencies, we are also conscious of our obligation to protect the rights and welfare of our children at all times. We will keep the best interests of the child at the forefront of any decisions and support the privacy, confidentiality and emotional health and well-being of the child.

5.3. In order to feel supported and safe, we will ensure that a child has access to a responsible adult, preferably one of their own choosing in any interview.

5.4. Where a child has additional needs such as EAL or SEND those factors will be taken into account and reasonable adjustments made.

5.5. Parental Consent

5.5.1. In most cases, the visiting agent will seek the consent of parents to contact the academy before doing so; however, where there are serious concerns about the safety of a child, it may be necessary for the visiting agent to make contact without parental permission.

5.5.2. Where the parents have consented to the visit, and wish to be present, but have not yet arrived. The visiting agent will need to wait a reasonable length of time for them.

5.5.3. If the parent is not present, the visiting agent will inform the child that, if requested, the Principal/DSL/SLT may remain in the room with the visiting agent and the child to witness the questioning. The child should be given the opportunity to request which adult they would prefer to accompany them in the interview wherever possible. The adult should ensure notes are taken and recorded on CPOMs.

5.6. Recording the visit

5.6.1. Visits by an external agency will be recorded in CPOMs.

5.7. Handling confidential information

5.7.1. Information in relation to a child will be shared with external agencies, such as the police, if it enables them to undertake their duties.

5.7.2. The academy will make a signed and dated record of what was supplied.

5.7.3. The Data Protection Act 1998 is not a barrier to sharing information where failure to do so would result in a child being placed at risk of harm.

5.7.4. Decisions to share information will be recorded, citing what was shared and with who.

5.7.5. Any information that we receive from other agencies in relation to one of our children will be handled in accordance with data protection legislation, and kept only for as long as is necessary, in line with the academy's retention policy.

6. Unknown / uninvited visitors to the academy

6.1. Individuals who would like to visit Cowes Enterprise College, an Ormiston Academy but are not in contact with a member of staff regarding this, should arrange their visit through the academy office, who can be contacted by telephone on 01983 203103 or by email: info@cowesec.org

6.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to, where applicable.

6.3. Visitors who arrive at the academy without a prior appointment may be permitted to meet with the principal/ other staff members where these members of the academy staff are available and happy to do so. The visitor must not be allowed into the academy without the supervision of a member of staff.

6.4. Any visitor to the academy site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on site. All staff members have the responsibility to ensure that this policy is adhered to by all visitors.

6.5. Unidentified visitors should be asked to make their visitors badge / official ID visible. If they do not have one, they should be escorted to reception to sign the visitors' book and be issued with an identity badge, by the member of staff who spotted the error. Once the visitors' appointment and purpose of visit has been confirmed by the appropriate member of staff, the visitor entry procedures will then apply.

6.6. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the principal or a member of the SLT should be informed promptly. The Principal / SLT member will assess the situation and decide what proportionate action to take.

6.7. Where possible and appropriate, ie where a known parent/carer has not complied, the principal will follow up the incident by phone and in writing.

6.8. Lockdown procedures

If a visitor presents a danger to children/staff, then it may be necessary to institute lockdown procedures as follows:

6.8.1. The Principal or in their absence (DSL/Vice Principal) will make the decision, in consultation with the police when deemed necessary, with regard to whether the academy needs to be partially locked down or fully locked down.

7. Emergency procedures for visitors

7.1. In the unlikely event of the need to evacuate the building or lock the building down visitors will:

7.1.1.1. Assemble at the rear of the building at the RVP. A staff member will check all visitors are safely evacuated.

7.1.1.2. In the unlikely event of a lockdown, visitors should remain inside the room they are in until the all clear signal has been given or unless told to evacuate by the emergency services.

7.2. Exceptions

7.2.1. Parents/caregivers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' academy activities are exempt from the visiting procedures outlined above but are asked to follow the reasonable request of staff.

7.2.2. Anyone attending academy events should keep to the areas of the academy grounds where the events are taking place (for example the sports field, hall etc.).

8. Complaints

8.1. All complaints are dealt with under the academy complaints policy.

8.2. Complaints should be made in writing and will follow the academy complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

8.3. The outcome of the complaint will be communicated as set out in the academy complaint policy.

Appendix 1

Exemplar Checklist for an External Speaker

Cowes Enterprise College, an Ormiston Academy: checklist external speaker / guest.

Proposal: Complete and submit to SLT Link/Principal prior to confirming speaker					
Organiser's Name (ACB staff member)		Guest Speaker's Name			
Session Title		Date of Session			
Aim of the session (plus year groups involved)		Intended content and outcomes of session			
Name and Address of organisation represented by guest speaker:		Name and Address of Organisation Confirmed			
Resources to be used by guest speaker (to be requested in advance):		Date resources to be received:			
Approval of speaker to be signed off by SLT:					

Signature:		Date:

If not signed: concerns raised for further consideration (e.g. reference request/DBS check):

Return to:

Resource Check: to be completed by organiser prior to speaker's visit. .

Date resources to be received:	Date:	Contents checked and suitable	Yes	No	If NO is ticked, you must inform a member of SLT prior to the visit.

If no, actions taken:

Name of (at least one) member of staff who will meet the speaker and be present throughout visit:

PLEASE NOTE: IN THE EVENT OF YOUR ABSENCE, PLEASE ENSURE THE AUTHORISOR FROM SLT IS INFORMED OF ANOTHER PERSON WHO CAN ACT IN YOUR ABSENCE.

Appendix 2

Exemplar Approved Speakers List

Name of speaker	Organisation	Area of expertise	Researched by/ Checked by	Agreement to uphold school values and conditions of speaking received	Approved by Date