



## **SCA VISITOR POLICY (Including Mobile phone use guide)**

**Written: Autumn Term 2024**

**To be reviewed Autumn Term 2026**

### **Rationale**

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and visitors themselves can benefit from contact with the pupils and staff. Bearing in mind the importance of security, visitors are welcome in SCA

All pupils and adults are expected to behave in a way that is respectful and courteous to all of our school community.

### **Visitors to St Christophers Academy are required to:**

- Enter and leave by the sign posted entrances and exits.
- Sign in at the main reception (photo ID and appropriate lanyard will be issued)
- Read the key safeguarding information at the front desk.
- Wear the issued lanyard at all times.
- Sign out and return their lanyard to reception before they leave.
- Dress in a way that is appropriate for a school setting.
- Keep information relating to pupils and staff confidential.
- Pass any cause of concern to the main reception immediately – the appropriate member of staff will then be contacted to deal with the concern.
- Understand the fire evacuation guidance issued by reception staff

### **Lanyard colour**

Clearance Green

Visitors with DBS Yellow

Visitors without DBS Red – accompanied by SCA Staff.

### **Regular visitors**

Regular visitors to school will be subject to the same safeguarding scrutiny as permanent members of staff. A register is held of regular visitors and their safeguarding policy is held on file. Regular visitors must sign in and out of the Academy via the main reception and wear the appropriate visitor lanyard visibly at all times.

### **Key visitor information**

Visitors will be given appropriate fire evacuation guidance on arrival at school

Visitors will be informed of the mobile phone use – see Appendix 1. Information relating to pupils must remain confidential. If a visitor has a cause for concern the information must be reported

immediately to the main reception. Reception staff will then ensure the safeguarding team are informed immediately.

All visitors on site are expected to wear their visitor's lanyard

Staff are expected to politely challenge anyone not wearing a recognised visitor or staff lanyard.

### **Categories of visitor**

*Parents and relatives* Keeping Children Safe in Education (2019) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. In these circumstances head teachers should use their professional judgment about the need to escort or supervise visitors.

*Governors* Governors will follow the same procedures as other visitors when coming in to school. If they are to have unsupervised contact with children, they will require the appropriate DBS checks.

*BEST staff* Bedfordshire Schools Trust staff who visit SCA and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing school. If the nature of their work requires it, their school will also have applied the requirements of the Childcare Disqualification regulations.

*Staff from other agencies* If SCA have 'written notification' from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

*Contractors* The statutory guidance says: Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. RBA will ask the self-employed contractors to provide the names of two referees that we can contact to provide a character reference.

For building or maintenance contractors SCA will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required will be completed before the contractor begins work in school.

*Trainee teachers* The statutory guidance says: Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

As with other visitors who have been checked by an external organisation, the school should have 'written notification' that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with children they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

*Ofsted* Ofsted provide a list of all approved additional inspectors at: <https://www.gov.uk/search?q=additional+inspectors>

SCA will require any inspector that is not listed to provide full safeguarding clearance before the inspector can be allowed access to the school site.

This policy will be made known to all staff, parents/carers and governors and published on the academies websites. Copies are also available upon request from the academy office. This policy will be reviewed every two years or as required.