



ACET VISITORS TO ACADEMIES POLICY

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Business Lead	CSO	Author	Rachel Denton
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3.0	April 2024	Policy due for review by LGB/Trust. Minor changes on Pages 4 & 6 reflecting the updated Prevent guidance.	

Introduction

The purpose of this policy is to provide guidance to assist staff in managing visitors to the academy in a way that ensures the safety of children and adults on the site.

Guidance and responsibilities

The responsibility for implementation of this policy lies with the Principal and the Local Governing Body. Any breaches of these procedures must be reported to the Principal immediately.

Policy aim

The aim of this policy is to safeguard all children under the academy's responsibility both during academy hours and out of hours when they are engaged in extracurricular activities. The ultimate aim is to ensure that all students and staff are kept safe within the academy environment.

Objectives

It is essential that we have in place a clear protocol and procedure for the admittance of external visitors to the academy which is understood by all staff, governors, visitors and parents and conforms to our Safeguarding Policy.

Types of visitors

There are a number of different types of legitimate visitors to our academy:

- Parents and carers
- Local Governing Body members
- Visitors who attend the academy in connection with children and who have a professional role, i.e targeted support workers, Social Workers, Police, Educational Psychologists, SEND Officers and Health Professionals.
- Visitors attending to work with children in roles such as peripatetic tutors and sports coaches
- Site contractors
- Visiting speakers

All visits should be pre planned wherever possible to ensure they run smoothly taking into account the need to safeguard children, staff and the reputation of the academy. The Principal and members of the Senior Leadership Team should be made aware of visits in advance.

Procedure for all visitors

- All visits should be pre arranged wherever possible
- All visitors should report to the Main Reception and sign in. They should provide the name of the member of staff they have arranged to see.
- All visitors will be provided with a visitors lanyard
- Visitors should remain in Main Reception until they are met by a member of staff
- Visitors should not be left alone with children unless this is a legitimate part of their role. An example of this would be where a Social Worker needs to see a child and the academy staff have assured themselves that the appropriate DBS checks have been undertaken by the employers as outlined in KCSiE. Social Workers and the Police visiting children under emergency conditions should be allowed access alongside the DSL/DDSL
- On departing the academy, visitors should leave via Reception and ensure they sign out returning their visitors badge as they do so and be seen to leave the premises.
- Academy Reception staff should regularly check the signing in and out records to monitor compliance.

Staff from other agencies

Keeping Children Safe in Education states: "Schools and colleges must obtain written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working at the school or college that the school or college would otherwise perform. In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.

Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college must obtain a copy of the certificate from the agency". Visitors should also produce photo ID each time they access the school site

Parents/Carers and relatives

We do not have the power to request DBS and barred list checks for visitors such as children's parents/carers or their relatives. Parents/Carers should be accompanied at all times.

Ofsted

Ofsted Inspectors will present their formal identification badge which they will wear at all times. The Inspection Team will sign in and sign out but there is no requirement to ask them about DBS checks as Ofsted will have undertaken these checks beforehand.

Police

The Police do not have to notify parents/carers of their intention to question a child in the academy about a crime, or suspected crime. However, it would be good practice for them to do so unless there is a pertinent reason. Academy staff should clarify whether parents/carers are aware, any reasons if not, and establish whether there are any reasons why the academy should not contact parents/carers on conclusion of the meeting to advise them that this has taken place. Where parents/carers are not present, the DSL/DDSL or a senior member of staff should be present in any meeting between children and police at all times.

Visiting speakers

We often welcome speakers from our wider communities into our academies to speak to pupils/students. This enriches their experience of school, providing them with information that can help them to: make decisions at different phases of their education, remain safe and gain a wider understanding of cultural, world and global issues. It can also provide motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our pupils/students is to ensure that the information they receive is aligned to the values of ACET and to British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015 updated in December 2023) requires schools to have clear protocols for ensuring that any visiting speakers to the academies are suitable and appropriately supervised.

The ACET protocols are as follows:

- All visiting speakers to have a nominated point of contact within the Academy (the organiser), agreed prior to the visit and recorded when the visitor signs in at reception
- The Principal is informed of all speakers invited in to the Academy
- The visiting speaker is requested to complete the Visiting Speakers to ACET form, which asks them to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (*Please see appendix 1*)
- All Powerpoint slides and handouts to be used by the speaker are provided to the Academy in advance of the visit, to be checked for suitability
- Research on the visiting speaker/organisation to establish whether they have demonstrated extreme views/actions which are clearly contrary to the values of ACET and British values outlined in our policies, to be conducted prior to the visit.
- Refusal to allow visiting speakers/organisations to use ACET academy premises if they have/have had links to extreme groups or movements which espouse, promote or encourage views and actions which are contrary to the values of ACET and British values. Justification of the academy's decision will be provided to the

person/organisation in writing. The final decision rests with the Principal and ultimately, the CEO supported by ACET Trustees.

- A formal register of all visiting speakers will be maintained
- Visitors are to provide photo ID upon arrival at the academy
- Visiting speakers will be accompanied at all times and not left unsupervised with pupils/students at any point
- A post-event evaluation of how the visit met the needs of our pupil/students will be conducted

Implications for the Childcare Disqualification Regulations 2009

The Childcare (Disqualification) Regulations 2009 introduced additional requirements for staff who are involved with the education or care of children under 6 or with the out-of-school care of children under 8. The implications of these regulations are set out in new statutory guidance - Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, February 2015.

The following groups of people, who could be considered ‘visitors’ are NOT covered by the ‘Childcare Disqualification’ legislation:

1. Caretakers, cleaners, drivers, transport escorts, catering staff, catering & cleaning managers, office staff, DSO catering and cleaning staff who are not employed to directly provide childcare. (Statutory Guidance Para 9).
2. Health staff, speech therapists, Educational Psychologists. ‘Anybody involved in any form of health care provision for a child, including school nurses, and local authority staff, such as speech and language therapists and education psychologists, are specifically excluded from the statutory definition of childcare, and are therefore not covered by the legislation.’ (Statutory Guidance Para 10).

School governors

‘School governors and proprietors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.’ (Statutory Guidance Para 16).

The following groups of people , who could be considered ‘visitors ARE covered by the ‘Childcare Disqualification’ legislation

Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under 8. ‘Where centrally employed local authority staff are deployed to work in relevant childcare settings in schools (for example peripatetic music teachers or

special needs teachers) it is the responsibility of the local authority to ensure that such staff are compliant with the requirements of the legislation explained in this guidance.’ (Statutory Guidance Para 11)

Concerns related to a visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the Principal, DSL/DDSL. Any issues regarding the suitability of visitors to the academy should be noted by the Principal, DSL/DDSL. If the behaviour of a visitor causes safeguarding concerns, the DSL/DDSL should contact the appropriate agency for advice.

Unknown/uninvited visitors to the academy

Any visitor to the academy site who is not wearing an approved visitor lanyard and an identity badge should be challenged politely by staff and escorted to Reception to register and be issued with a visitors’ badge. Failure to comply should result in them being asked to leave the site and the Principal or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave site, police assistance will be called for.

Links with other Policies, guidance and legislation:

Keeping Children Safe in Education

Safeguarding Policy

The “Prevent” statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers”, DfE, June 2015 updated December 2023

The Childcare (Disqualification) Regulations

Appendix 1.

Visiting Speakers at ACET Academies

Name of Speaker/organisation	
Date of Proposed Visit	
Name of ACET contact	
Reason for visit	
<p>Please outline below the information you wish to communicate to pupils/students within the academy during your visit</p>	
<p>Please sign below to confirm:</p> <ul style="list-style-type: none"> • That the information you have provided is true and accurate • That you agree to the 'Guidelines for Visiting Speakers' overleaf 	
	Date

ACET

Guidelines for Visiting Speakers

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Our responsibility to our students is to ensure that the information they receive is aligned to the values of ACET and to British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers to the academies are suitable and appropriately supervised.

All presentations delivered within the academy must support and promote fundamental British values as outlined above, and be in keeping with our mission statement:

Within ACET, we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity.

We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution.

Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.

All adults in school have a responsibility to safeguard and promote the welfare of children.

With your commitment we will make a difference.