



WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY

VISITOR POLICY

Author	Revision Number	Date of Ratification at JNC	Review date
Miss Kirsty Jones	1		1 April 2017

Policy adopted by the LAB of:		Date:	
Signed by the Chair of the LAB:		Print:	

1. Authorisation

- 1.1 Individuals who would like to visit the academy, but are not in contact with a member of staff regarding this, should arrange their visit through Reception, who can be contacted on 01902-558222.
- 1.2 The Reception staff 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.
- 1.3 The academy should be contacted about a proposed visitation at least two days in advance.
- 1.4 Regular visitors to the academy will need to be recorded on the Single Central Record. Staff arranging the regular visits/meetings must ensure that they collate all of the above required information and pass this on to the Headteacher's PA.
- 1.5 A copy of this policy will be provided to the visitor in advance to inform them of the requirements stipulated in Section 2. This will be provided by the member of staff co-ordinating the meeting.
- 1.6 Visitors who arrive at the academy without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the academy staff are happy to do. The visitor must not be allowed into the academy without the supervision of a member of staff. Photographic identification must still be provided.
- 1.7 Where a parent arrives at the academy, they must follow the visiting procedures outlined below.

2. Visiting Procedures

- 2.1 All visitors to the academy including parents and volunteers, must comply with the following procedure:
 - Immediately report to the Reception area on arrival.
 - Provide their details to the Reception staff, including:
 - Name
 - Photographic Identification
 - An enhanced DBS certificate with the appropriate Child and Vulnerable Adult Barred List Checks completed. Please note that this is required if the visitor will be left unsupervised.
 - In relation to the point above, we are able to accept a letter from the organisation/employer which states that the above checks have been completed along with the visitors name, DBS number and date of clearance.
 - Purpose of visit
 - Name of the student the visit pertains to/staff member who arranged the visit
 - Expected length of visit
 - Sign-in using the Visitors' Book.
 - Display ID badge provided at all times while on academy property.
- 2.2 If visitors are not able to provide the DBS information as listed above, then they must be supervised at all times by a member of staff.
- 2.3 Visitors must comply with the academy Code of Conduct and all other policies.

- 2.4 Visitors are advised that our academy is a non-smoking area and smoking is not permitted anywhere within academy grounds.

3. Exceptions

- 3.1 Contractors must verify their identification upon arrival in accordance with Section 2 above. Please note, we will accept official workplace ID. The Site Team will request the name and relevant information from the contractor prior to the visit.
- 3.2 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.
- 3.3 Anyone attending academy events should keep to the areas of the academy grounds where the events are taking place (for example the sports field, sports hall etc.).

4. Unidentified individuals

- 4.1 It is the responsibility of all staff members to politely question any individual who enters the academy premises unaccompanied and/or without a clearly displayed name badge.
- 4.2 Any such visitors should be directed to the Reception where they can sign-in.
- 4.3 If a visitor refuses to report to the Reception, or becomes aggressive or abusive, they should be asked to leave the premises and the Police called to assist.

5. Displaying Academy ID Badges

- 5.1 The academy operates a traffic light system for staff and visitor lanyards/ID badges:
- Green lanyards – Issued to members of staff and Governors.
 - Yellow lanyards – Provided to visitors/volunteers who have a valid, Enhanced DBS certificate with the appropriate checks made and can be left unsupervised.
 - Red lanyards – Provided to visitors/volunteers who do not have a valid DBS certificate and must not be unsupervised during their visit to the academy.