



Bexhill
Academy

Visitors and Contractors Policy 2023-2024

Updated: October 2023

Next Review: October 2024

SAFEGUARDING POLICY FOR VISITORS AND CONTRACTORS

For Bexhill Academy

This policy was adopted on 10th October 2023
This policy is due for review on 10th October 2024

Visitors are welcome to Bexhill Academy. They make a contribution to the life and work of the Academy in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the Academy's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The Academy is equally responsible to the whole community for ensuring that visitors comply with the guidelines.

Aim

To safeguard all students during academy opening hours whilst following the curriculum and out of school hour activities.

The ultimate aim is to ensure that students at Bexhill Academy can learn and enjoy educational experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the academy which is understood by all the staff, Trust Board, visitors and families and conforms to child protection and safeguarding guidelines as set by the DFE (Keeping Children Safe in Education 2023).

Bexhill Academy is deemed to have control and responsibility for its students anywhere on the academy site, during normal hours, during after school activities and on academy organised (and supervised) off site activities. The policy applies to:

- All teaching and support staff employed by the academy
- All external visitors entering the school site during the academy day or for after-school activities (including peripatetic tutors, sports coaches, journalists, topic-related visitors etc.)
- All Trust Board members of the academy
- All families
- All students
- Education personnel (Advisors, inspectors etc.)
- Building and Maintenance contractors
- Volunteers

External Visitors to School

Staff are required to be familiar with the academy's Child Protection and Safeguarding Policy in relation to preventing unsuitable people from working with children and young persons in the education service. This policy applies to all visitors invited to the academy by a member of staff.

Visitors whose purpose is to work with pupils in some capacity

Visitors may work with pupils in a variety of capacities, for example, to meet with small groups or they may be working on a one to one basis e.g. Children's services or health professionals.

- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class or small group teaching, one to one interviews or being escorted around the building.
- If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff.
- Regular visitors to the Academy must have DBS clearance.

Protocol and Procedures

When inviting visitors to the academy they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to the reception area on arrival and must not enter the academy via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be prepared to produce formal identification.
- All visitors will be asked to sign the Visitors Book.
- Contractors will be required to sign the Contractors Log.
- Visitors will be required to wear a Visitor Badge at all times.
- The Safeguarding Notice will be shared with visitors.

Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to the reception area to receive the visitor. The contact will then be responsible for them while they are on site.

On departing the academy, visitors should leave via reception and will sign out via the Visitors Book. Where possible, visits by contractors especially for maintenance should be made at times when there are fewer students on the premises. Building contractors to the site must be accompanied by either the Site Manager, Lisa Kapllani or a designated member of the Facilities Team.

If necessary, the Asbestos Risk Management Register will be shared and Health and Safety requirements discussed. Building contractors working on the school site unsupervised will follow Health and Safety requirements at all times.

If a visitor is to be working unsupervised with a pupil, a copy of the relevant DBS check is required. With regards to DBS and employment checks, we adopt the same approach as required by Ofsted and as outlined in Keeping Children Safe in Education 2023.

NOTICE TO VISITORS

Safeguarding Children

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the reception area as quickly as possible, and ask to speak to a member of staff with responsibility for child protection (Designated Safeguarding Lead (Debbie Holter) or member of the Safeguarding Team.

Health and Safety

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

Classrooms

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Emergency

If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

Accidents

Any illness, injury or accident must be reported to the school office.

Smoking

It is against the law to smoke on school premises.

Property or Vehicles

The school accepts no responsibility for any loss or damage to visitors' property or vehicles.

Use of External Agencies and Speakers

At Bexhill Academy we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils. We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the Academy's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the curriculum so we need to ensure that this work is of benefit to our pupils. Our Academy will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values in line with the PREVENT agenda.
- Any messages communicated are consistent with the ethos of the Academy and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of the pupils. We recognise, however, that the ethos of our Academy is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help them develop the critical thinking skills needed to engage in informed debate.

Unknown/Uninvited Visitors to Academy

- Any visitor to the academy site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the school site.

- They should then be escorted the reception area to sign the Visitors Book and be issued with an identity badge. The procedures for invited visitors then applied.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Executive Principal (Catherine Davies), Vice Principals (Mrs E Gordon or Mrs V Norris Wright) or other senior leader should be informed promptly.
- The Executive Principal will consider the situation and decide if it is necessary to inform the police. In the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the academy grounds, police assistance will be called for. (Please also see our procedure for dealing with Intruders).

Monitoring and Evaluation

The suitability of all visitors invited into the academy to work with the students will be assessed throughout the visit and a decision made as to whether they may be asked to visit the academy in future.