



The Futures Trust

Visitor Management Policy

and COVID 19 addendum:

Visitor and contractor management during the COVID 19 pandemic

Hinckley Academy and John Cleveland Sixth Form Centre



Hinckley
ACADEMY

The Futures Trust and Hinckley Academy are committed to safeguarding and promoting the welfare of children and young people and require all staff, volunteers and visitors to share this commitment

Date of last review: September 2021

Approval: Trust Finance, Resources, Audit and Risk Committee

Date of next review: September 2022 or earlier in response to statutory changes or updated government guidance

Policy Content

1. Policy statement	3
2. Purpose and scope	3
3. Links to other policies	3
4. Colleague responsibilities	4
5. Protocol for all visitors on arrival	4
6. Visitor categories	5
7. Protocol for visitors who are not on the Academy's Single Central Record	5
8. Protocol for visitors who are listed on the Academy's Single Central Record	6
9. Protocol for all visitors leaving the Academy site	6
10. Policy Addendum: Visitor and contractor management during the COVID 19 pandemic	7
11. Further guidance	8

1. Policy statement

All academies within The Futures Trust are required to implement robust and consistent safeguarding practices, and to ensure that individuals who are not suitable to have access to our academies and our learners are denied any opportunity to do so. Trustees and every Trust academy share a commitment to safeguarding and promoting the welfare of children and young people, and it is recognised that every individual is responsible for realising this commitment.

Each academy's safeguarding practices are reviewed by the Trust alongside the Academy's Designated Safeguarding Lead every term, and any actions required are reported to the relevant Governing Body and the Trust. All staff involved in the management of visitors are fully trained and resourced to fulfil their responsibilities.

The Academy and the Trust will not tolerate any verbal abuse, aggression or other form of inappropriate behaviour towards its staff. Any visitor who obstructs the Academy in seeking to fulfil its safeguarding responsibilities or who fails to comply with this Policy may be asked to leave the Academy site and may not be permitted to return.

2. Purpose and scope

This Policy and accompanying COVID 19 addendum explain the protocols that will be implemented in respect of all visitors, including external agencies, contractors, trainee teachers placed by ITT providers and volunteers, attending Hinckley Academy and John Cleveland Sixth Form Centre. All visitors attending the Academy site are required to comply with this Policy and addendum, and to co-operate with the colleagues responsible for their implementation.

The protocols are being implemented by the Academy in accordance with the statutory guidance [Keeping Children Safe in Education 2021](#) and [The Education \(Independent Academy Standards\) Regulations 2014](#). Where possible copies of this Policy and addendum will be provided to visitors in advance of them attending the Academy site; the Policy is also available on the Academy's and in the Academy's reception area.

3. Links to other policies

Other policies with links to this Policy and addendum include the Trust's / Academy's:

- Safeguarding and Child Protection Policy
- Policy on the secure handling of information provided by the Disclosure and Barring Service (DBS)
- Induction Policy
- Volunteer Policy
- Data Protection Policy
- Equal Opportunities Policy
- Whistleblowing Policy

This Policy and those listed have been drafted with due regard to the Data Protection Act 2018, The General Data Protection Regulations, The DBS Code of Practice, The Equality Act 2010 and the Equality Duty.

4. Colleague responsibilities

All Trust colleagues are responsible for ensuring that this Policy and addendum are implemented, working in partnership with colleagues on reception, in HR and the Academy's Operations Manager and Cover Co-ordinator who have specific key responsibilities.

All colleagues must ensure that:

- If they see a person who is not a student beyond the Academy's reception area, who is not wearing a lanyard or is wearing a red lanyard and is unaccompanied, they escort them back to the main academy reception.
- When inviting visitors onto the Academy site they have prior authorisation from the Academy's Headteacher to do so. If in doubt colleagues should ask the Academy's HR Manager or Operations and Cover Co-ordinator whether an individual is authorised or is in an authorised category.
- They work with the Academy's HR Manager and Operations and Cover Co-ordinator to manage the Academy's Approved Visitor List and ensure that the required checks are carried out in a timely manner prior to visits taking place.
- If they are expecting a visitor they have notified colleagues working on reception in advance of the name of the person/s visiting, their expected time of arrival, the organisation they are from, the purpose of their visit and where relevant, who will collect them from reception.

Failure to comply with this Policy and addendum may be managed in accordance with the Academy's Disciplinary Policy.

5. Protocol for all visitors on arrival- please also see COVID 19 addendum

- **On arrival at the Academy site all visitors must immediately report to the academy's reception. They:**
- Must confirm their name, the purpose of their visit and who they are expecting to meet.
- Must sign in using the Academy's electronic signing in system, and in doing so provide written confirmation of their name, the organisation they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration. The visitor's photograph will be taken by the system.
- Will be made aware of the Academy's safeguarding procedures and relevant health and safety information, and by signing in confirm their acceptance and understanding of the requirements detailed.

- Will be issued with a red or green lanyard with their identification badge, which they will be required to visibly wear at all times.
- Must be escorted from reception by their academy point of contact, unless they are on the academy's Approved Visitor List, reception have been notified in advance of their arrival and they have previously attended the academy site.

6. Visitor categories

The Academy manages visitors by placing them into one of two categories:

- i) Those who aren't listed on the academy's Single Central Record
- ii) Those who are, and are therefore on the Academy's Approved Visitor List

The Academy's HR Manager is responsible for ensuring that the Academy has an accurate and up to date Single Central Record. In accordance with Keeping Children Safe in Education 2020, it is a requirement that relevant visitors from external agencies, including teacher supply agencies, are recorded on the Record. The academy also records trainee teachers placed by ITT providers, volunteers and subject to frequency of visit and nature of work, contractors.

Visitors who will not be engaging in regulated activity¹ in Academy, for example parents, carers, people attending interviews, meetings or carrying out work under supervision, are not required to be listed on the Academy's Record, however the Academy will list contractors who whilst not working in regulated activity will have access to learners around the Academy site.

The Academy's Record informs the Approved Visitor List. The Academy will always seek to inform visitors if they are required to undergo relevant safeguarding checks prior to their visit to allow them to be placed on the Record and the List. This may include checks being undertaken directly by the Academy, or receipt by the Academy of confirmation that an external organisation has carried out the checks. The checks that will be carried out on the visitor's arrival at Academy are in addition to these checks and must also be completed.

The Academy will not accept 'blanket' confirmation from external organisations that their staff have been subject to the required checks; confirmation must relate to named individuals and provide information specific to them. Nor will the Academy accept copies of letters from organisations which are presented by the individual arriving on site; email confirmation must be received directly from the relevant organisation.

7. Protocol for visitors who are not on the Academy's Single Central Record

- **Visitors who are not listed on the Academy's Single Central Record will be provided with a red lanyard. They:**
- Must be supervised at all times by a Trust colleague who has enhanced DBS and barred list clearance. These colleagues can be identified by their blue staff lanyard.
- Must never be allowed to move about the Academy site unaccompanied or be left unaccompanied in a part of the Academy where they can access learners.

¹ [Defined in accordance with Keeping Children Safe in Education 2021.](#)

- Must not be asked to provide sight of a DBS certificate.
- Must be escorted back to reception to sign out when they leave.

If anyone wearing a red lanyard is not accompanied by a colleague wearing a blue lanyard, they must be challenged and escorted back to Academy reception.

8. Protocol for visitors who are listed on the Academy's Single Central Record

- **Approved visitors will be provided with a green lanyard if the Academy is satisfied that all required safeguarding checks have been undertaken and verified on arrival. They:**
- Must on their first visit to the Academy provide sight of photographic ID in the form of a driving licence or passport.

The photographic ID will be viewed by a reception colleague with designated responsibility, the Academy's Operations and Cover Co-ordinator or a colleague in HR. They will then complete a form to confirm that identity has been verified, and the proof of identity that will be accepted on each subsequent visit; for example a Local Authority or NHS employee identity card. The only driving licence or passport information that will be recorded on the form will be the visitors full name.

- Must, when asked to on any subsequent visits, provide sight of the proof of identity agreed with the Academy.

In addition to this if a visitor is a supply teacher from a supply agency, a volunteer whose DBS check has been carried out by the Trust or is self-employed **they:**

- Must on their first visit to the Academy show their original DBS certificate to a colleague in HR or the Academy's Operations and Cover Co-ordinator, so that the information therein can be recorded in accordance with the Trust's Policy on the secure handling of information provided by the Disclosure and Barring Service. A copy of this policy will be made available to these visitors when sight of their DBS certificate is requested.

Approved visitors may move freely around the Academy site to carry out work. They will be allocated a door pass to enable them to do so, and will be responsible for keeping the pass secure and returning it to reception when they leave the Academy site.

Subject to confirmation from the Academy's HR Manager that all of the required checks have been completed, trainee teachers placed by ITT providers, and at the discretion of the Headteacher staff from external agencies who work in Academy on a daily and long term basis, may be given a blue staff lanyard.

9. Protocol for all visitors on leaving the Academy

- **On leaving the Academy site all visitors must leave via reception, sign out and return their identification badge, green or red lanyard, and door pass where provided.**

10. Policy Addendum – Visitor and contractor management during the COVID 19 pandemic

The requirements in the Trust's Visitor Management Policy will continue to be implemented as normal during the pandemic, with additional safety measures as part of our approach to securing effective infection prevention and control. These additional measures are as follows:

- Other than in the event of an emergency, visitors must not attend the Academy site without an appointment and prior authorisation by the Headteacher
- Visitors who are to attend the Academy site during Academy hours will be kept to a minimum, and where possible appointments arranged to take place before or after Academy
- Visitors will be issued with information about what is expected of them whilst on the Academy site, including health and safety protocols
- On arrival visitors will be asked to:
 - Use the hand sanitiser provided
 - Report their name and purpose of visit to reception staff, follow the signing in instructions provided, and then wait in the allocated area of main reception. Reception staff to wear PPE (gloves) to check ID if required
 - Wear a disposable red or green badge in place of the usual red or green visitor lanyard that would be provided
- During their visit visitors will be asked to:
 - Abide by the Academy's health and safety protocols at all times, including in relation to social distancing and hand and respiratory hygiene
- On leaving visitors will be asked to:
 - Use the hand sanitiser provided
 - Report their departure from the Academy site to reception staff, following the signing out instructions provided
 - Dispose of the red or green badge worn in the bin provided
- Visitors who are contractors will also be required to adhere to the Trust's Contractor on Site Policy (COVID19) overleaf.

Contractor On Site Policy (COVID-19)

The following protocol should be followed in relation to contractors working at Academies, as a result of COVID-19.

- Contractor compliance visits must continue to take place as normal.
- All contractors must make an appointment prior to arriving at site.
- Contractors working within the Academy during Academy hours should be kept to a minimum and if possible appointments arranged to take place before or after Academy.
- Academies should only permit visits by contractors during Academy hours when they have the resources to ensure that site protocols can be strictly followed.
- Contractors should make available to the Academy their RAMS that include their COVID19 management measures. These must be checked by the Academy.
- Contractors must be made aware of the Academy COVID19 procedures in place and agree to follow them before being allowed onto site.
- For short duration works contractors must be permitted by the Academy to use Academy welfare facilities.
- For small project works where it is not practical for contractors to use shared Academy welfare facilities works must be undertaken outside of term time or contractors must provide their own welfare facilities.
- For larger projects contractors are expected to provide their own dedicated welfare facilities and should not use Academy facilities.

11. Further guidance

If you have any questions in respect of this Policy during your visit please ask at reception.

Prior to your visit please call 01455 632 183 or email office@hajc.leics.sch.uk