



Three Towers
An Alternative Provision Academy

Visitor Procedures March 2017 -2020

CONTEXT

Three Towers (TTAPA) assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit.

We have a legal duty of care for the health, safety, security and wellbeing of all learners and staff. This duty of care incorporates the duty to “safeguard” all learners from subjection to any form of harm, abuse or nuisance. It is our responsibility to ensure that this duty is uncompromised at all times.

In performing this duty, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. Therefore we require that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the academy site. Visitors should be aware that CCTV is operated on TTAPA sites.

All breaches of this procedure must be reported to the Headteacher.

WHERE AND TO WHOM THESE PROCEDURES APPLY

TTAPA is deemed to have control and responsibility for its learners anywhere on the academy site, during normal school hours, during after school activities and on TTAPA organised (and supervised) off-site activities.

The procedure applies to:

- All staff employed by TTAPA
- All external visitors entering our site during the school day or for after school activities (including supply staff, sports coaches etc)
- All governors of TTAPA
- All parents and volunteers
- All learners
- Other education related personnel (Rowan Learning Trust members, LA officers, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the Academy premises
- Independent contractors who may transport learners on minibuses or in taxis
- Other contractors who may visit for meetings etc

INVITED VISITORS

All visitors to TTAPA may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors / contractors list as

set out below).

On arrival visitors must adhere to the following procedure:

- All visitors must report to reception first. No visitor is permitted to enter the building via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List. Their point of contact is responsible for ensuring their safe evacuation in the event of a fire or other event.
- Contractors should be made aware of the health & safety on site including the asbestos register if they are to perform works.
- All visitors should spend some time reading the evacuation information held at reception.

On departing TTAPA, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

Approved Visitor List

TTAPA will obtain all the relevant information required for our Single Central Record (SCR) for visitors who frequently visit site to undertake work within the school (including contractors and supply staff).

These visitors **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book).

GOVERNORS & VOLUNTEERS

All governors and volunteers must comply with DBS procedures, completing a DBS disclosure form (if not already held) via the school office. TTAPA must check all governors and Volunteers DBS certification is current (i.e. less than 3 years old) Thereafter, procedures as per above should apply.

Please note that Governors should sign in and out using the Visitors Book. New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher. New volunteers will be asked to comply with this policy by staff they first report to when coming into TTAPA for an activity or class supporting role.

UNKNOWN / UNINVITED VISITORS

Any visitor who is not wearing an identity badge should be challenged politely to enquire who they are and their business with TTAPA.

They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The procedures under "Visitors to the Academy" above will then apply.

If the visitor refuses to comply, they should be asked to leave the site immediately and a member of the CLT informed. The CLT member will consider the situation and decide if it is necessary to inform the police.

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 TTAPA grounds, police assistance will be called for

STAFF DEVELOPMENT

As part of their induction, new staff will be made conversant with this policy and asked to ensure compliance with its procedures at all times.