

# **Trust Visitors Policy**



## **St Francis of Assisi Catholic Academy Trust**

**Signed off by: Trust Board**

**Date from: November 2023**

**Review Date: November 2024**

**1 Overview**

**2 Protocol and Procedures**

**3 Regular Visitors**

**4 Visitors who Display Inappropriate Behaviour**

## 1 Overview

The Trust recognises that there can be no complacency where the safeguarding of children is concerned and the visitors policy is in place to fulfil the Trust's statutory responsibilities to keep children in education safe.

The Trust requires that ALL VISITORS (without exception) comply with the visitors policy and procedures. Failure to do so may result in the visitor's escorted departure from the Academy site.

### Who is a visitor?

Examples of visitors (not exhaustive)	Examples who are not visitors
Speakers; priests; parent helpers; some volunteers; students on work experience; those considering teaching;	An employee; a trainee/student teacher; a governor; agency staff; a HCC employee (including Music peripatetic staff); HfL staff; or a contractor.

## 2 Protocol and Procedures

1. The Headteacher of the Academy must be informed in person at the earliest opportunity and before the date of the visit, if you are arranging for anyone, visitor or otherwise to attend site for any purpose, frequency or duration. The Headteacher will consider the Safeguarding Policy when making decisions as to which visitors are approved to visit.
2. All visitors to the school may be asked to bring formal identification with them at the time of their visit.
3. Visitors must report to Reception where they will sign in, receive a badge and visitor leaflet. Badges must be worn at all times.
4. Visitors must be escorted at all times.
5. Visitors must sign out on exit

Anyone on site not wearing a badge should be challenged and escorted to Reception to sign in. If there is any resistance to this, please stay with the individual and send someone to reception ask for assistance.

### 3 Regular Visitors

If a visitor is to visit more than once a week, or more than 3 times in any 30 day period, you will need to meet with the Headteacher to discuss your plans. This is so that safeguarding arrangements can be made as they may need to be entered on the Single Central Record, in which case, additional checks are compulsory.

### 4 Visitors who Display Inappropriate Behaviour

Reception should be alerted and the visitor should be escorted immediately to the Front Office where help should be sought from a senior member of staff. If necessary the police should be called. The incident should be recorded and details given to the senior member of staff.