



Liden Academy
Visitor and Volunteer Policy

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Approved by:	Liden Academy Committee
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Principal: **Jeff Mason**
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Registered in England; Company number 08146633
Registered office; Granham Hill, Marlborough SN8 4AX



The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objectives of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Visitors Invited to the School

Before a visitor is invited to the school, both the Principal, Vice Principal or member of the SLT are informed, with a clear explanation as to the relevance, purpose date and time of the visit.

- Formal visitors representing the LA, Trust, businesses, contractors, outside agencies etc are required to present formal identification.
- All visitors enter the school building through the main door and report to Administration staff.
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification.
- All visitors are required to sign in on the Inentry signing in system in reception area.
- All visitors are required to wear an identification badge.
- All visitors are required to read and agree to the school visitors/volunteers and safeguarding procedures and details regarding emergency evacuation procedures.
- Visitors are 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.

On departing, visitors leave via reception and:

- Sign out on the Inentry system.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and an ER call is made if necessary. The Principal/Vice Principal (or member of the SLT if neither is available) 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 the school grounds, police assistance will be called for.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Principal and the Chair of Governors or Training Liaison Governor.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

This policy is linked to:

- Anti-Bullying policy
- Acceptable Use IT Policy
- SEN policy
- Intimate Care policy
- Behaviour and Discipline policy
- Safer Recruitment policy
- Child Protection and Safeguarding Policy
- Part 1 of Keeping Children Safe In Education (Sept 21)
- The code of conduct for volunteers
- Information about what to do if worried about a child / adult
- Annex A of Keeping Children Safe In Education (Sept 21)
- The school's staff code of conduct
- The safeguarding response for children missing in education
- First Aid and Medical needs policy
- Health and Safety policy
- Attendance policy
- Children arriving and being Collected from school
- Positive handling and the use of reasonable force policy
- Intimate Care Policy
- Computing policy
- Mobile Technology Policy
- Internet safety policy

- Safer recruitment policy
- Central Record of recruitment and Vetting Checks
- Looked after Children policy
- Swindon's Neglect Framework
- SBC escalation policy
- Staff and Volunteers code of conduct.
- Managing allegations against staff policy
- Whistle Blowing policy
- Violence and Aggression against staff policy