

# Kentmere Academy and Nursery

## Visitor management policy



Kentmere Avenue Rochdale OL12 9EE

Tel: 01706 647533 Web: [www.kentmereacademy.co.uk](http://www.kentmereacademy.co.uk)

Email: [info@kentmereacademy.co.uk](mailto:info@kentmereacademy.co.uk)

## Mission statement

We are proud to be a happy, diverse and inclusive school where everybody matters.

## School Aims

- **H**elping to challenge inspire and motivate each other.
- **A**iming high, achieving excellence.
- **P**romote and value excellent progress.
- **P**ositive contributions to the school and wider community.
- **Y**OU CREATE YOUR OWN FUTURE!

## Introduction

Kentmere Academy works closely with parents, other members of the community and other agencies, and it is our fundamental duty to protect the welfare and safety of our pupils by carrying out appropriate checks on all visitors to the school.

In order to do this we have established effective policies and procedures for managing the potential risks presented by visitors to pupils at the school.

Part of the management of these risks is to make sure that the school makes the necessary checks on all visitors before they enter the school.

The school must satisfy themselves that all visitors, not matter who they are, pose no risk to children.

## All Visitors

All visitors must report to the main school office and sign in using the electronic signing in system. This will take details of the visitors name, arrival time, car registration (if applicable), who they are visiting in school and also takes a photo of the visitor.

The system produces an adhesive visitor ID badge which the visitor must be asked to wear at all times whilst on the school premises. They should also wear their own ID if they have it.

Visitors will be asked to take note of the Notice to Visitors displayed in the foyer. (**Appendix A**)

Visitors not known to the school office will be asked for photo ID.

Visitors must remain in the main foyer until collected by an appropriate member of staff.

All staff employed through an agency must have a current enhanced DBS check.

Any visitors that will have contact with children should carry and be asked for an enhanced DBS check and photographic ID before entry into the school.

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

Visitors on site must be chaperoned at all times unless safeguarding checks and documents have been obtained and are on file prior to their visit.

## Contractors

Contractors should be encouraged to visit the school site at a time when the Site Manager is available (7am-10.15am and 2pm-6pm).

Where arrangements cannot be made for contractors to be on site when the Site Manager is present, arrangements must be made with the school office to ensure that a member of staff is able to deal with the contractor when they arrive.

Contractors must ensure that they liaise with the Site Manager with regard to health & safety issues, e.g. where pupils will be working, walking etc. and when.

Contractors must be made aware of the school's asbestos record when they arrive on school and certainly before any work starts and be asked to complete a method statement form. **(Appendix B)**

### **Clubs/Activities Provision**

Before any club or activity being run by an external provider commences, it is imperative that the school ensures that all the necessary documents and checks have been obtained from the provider.

#### **(Appendix C)**

These must be in place before a visitor's activity or programme commences, in order to ensure the safety of our pupils.

It is the responsibility of the member of staff making the arrangement for any clubs/activities to ensure that the provider is asked to bring the necessary documents to the school office before any activity programme commences, and that the school office is aware in advance of any external provider being used for clubs/activities.

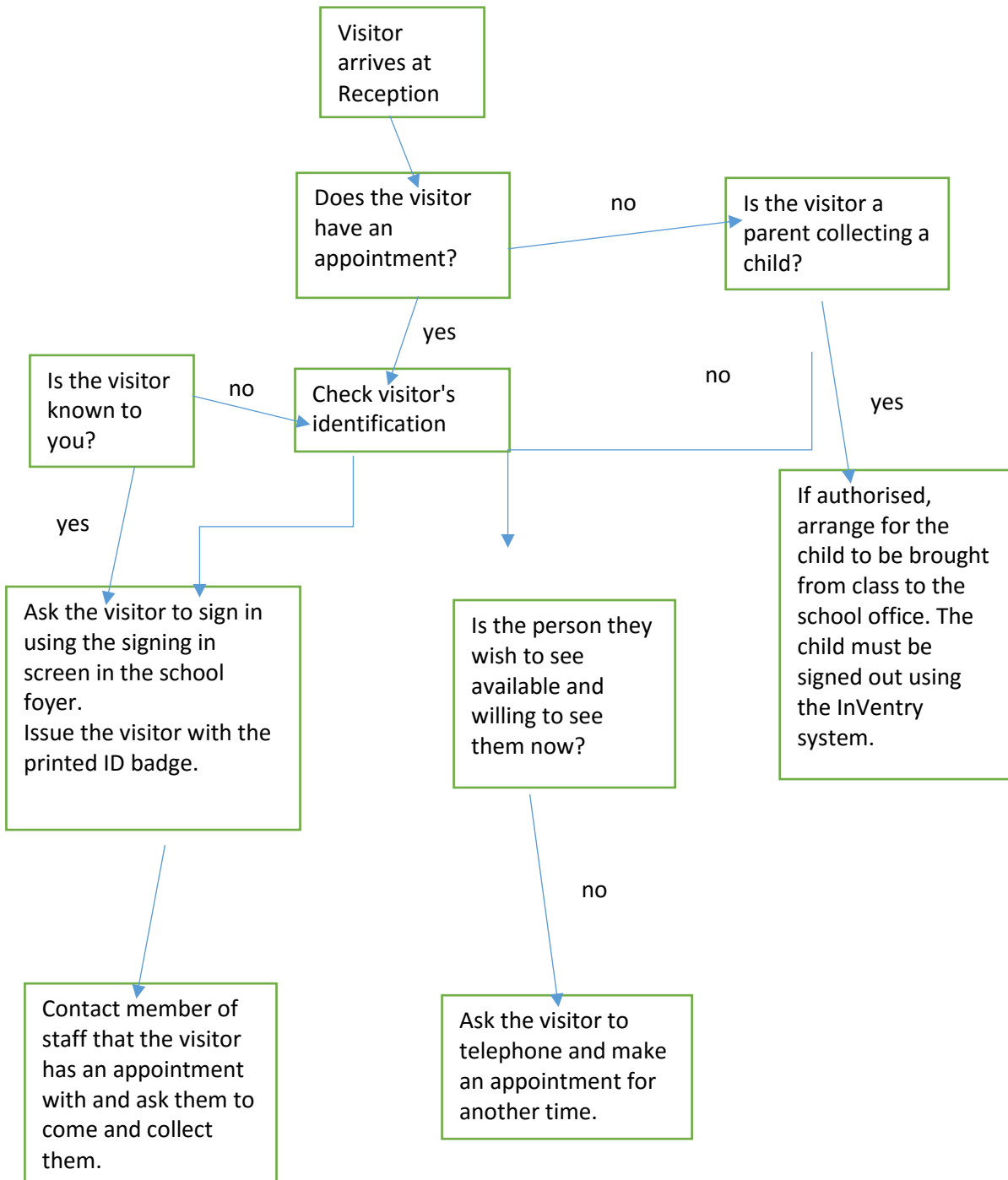
Visitors to school must not be left to dismiss children from school at the end of the club. This responsibility remains with the member of staff responsible for the club/activity.

***Any visitor not recognised by staff in school will be questioned and if necessary calmly asked to leave.***

***The school will not tolerate abusive and threatening behaviour by visitors on site and reserves the right to inform aggressive visitors in writing that they are banned from the site without prior appointment.***

Please refer to the Flow Chart below for an overview of Visitor Management.

# Visitor Management Flowchart



## All Visitors Briefing Document

### WELCOME TO OUR SCHOOL

*“Kentmere Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.”*

### NOTICE TO VISITORS

- All visitors** Follow school procedures whilst on the premises.  
Sign in at the designated area and receive a visitors’ badge which should be displayed visibly on your clothing at all times whilst on the premises.  
Visitors will be met in the school foyer and escorted into the building by a member of staff.  
All visitors that are working on the site must report to the main school office and arrange for their identity to be checked before they start work, or accompanied by a member of staff at all times.  
**DO WE NEED TO PUT SOMETHING ABOUT GIVEN PAPERWORK EXPLAINING PROCEDURES?**  
Surrender your visitor pass and sign out when you leave the building.
- 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 school office as quickly as possible and ask to speak to a member of staff with responsibility for child protection. (Catherine Booth, Sue Finerty and Jan Fowles).
- Health & Safety** Your safety and well-being during your visit are important to us. As a visitor you have a legal duty of care for the Health & Safety of yourself and others.
- Classrooms** Do not enter classrooms unless escorted by a member of staff or by prior arrangement.
- Emergency** Fire Evacuation Procedures are clearly displayed around the school. If the fire alarm sounds, leave the building by the nearest exit and proceed to the designated assembly point in the playground. 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 the premises.

**Property or Vehicle** The school accepts no responsibility for any loss or damage to visitors’ property or vehicle.

The employee sanctioning visits outside of normal school hours will be responsible for allowing the visitor access to the school. The responsibility for the visitor rests with the member of staff sanctioning the visit and rules applying to visitors are to be enforced by the member of staff.

*Thank you for your co-operation and for making our school a safe environment.*

# Contractor Method Statement

Company Name		
Address (Base)		Ref.
Phone number (Base)		

## Description of works (Main objectives only)

Number of workers	Start / End Dates
-------------------	-------------------

--	--

Name(s) of workers (Include DBS No's if applicable)	Disclosure and Barring
---	------------------------

	<p>Contractors without a DBS certificate are unable to work on site (during school hours) unsupervised. It is however permissible for a contractor to have a supervisor who is DBS checked, overseeing a worker who is not. There must be NO times when non DBS certified workers are left to work alone and they must always be within visual range of their supervisor.</p>
--	---

Supervisor / Main Contact Information	Vehicle details
---------------------------------------	-----------------

Name of Contact (on site)		Vehicle 1 Make / Colour / Reg	
Mobile Number (on site)		Vehicle 2 Make / Colour / Reg	

**Work Method**

(Key steps, techniques, tool/equipment/plant usage, control of work area)

**PPE Requirements:**



**Additional Health and Safety precautions**  
(Safeguards, supervision etc)

**Welfare Facilities**  
(WC, drinking water etc ?)

**First Aid Facilities**  
(First aider, first aid kit and location ?)

**Signatures (Signing here certifies you have seen the asbestos register)**

Print name: (Contractor)

Print name: (Academy)

Signed: (Contractor)

Signed: (Academy)

Date:

Date:



## Appendix C

### **Providers of Clubs / Activities**

Before any club or activity being run by an external provider commences, it is imperative that the school ensures that all the necessary documents and checks have been obtained from the provider in order to ensure the safety of our pupils.

It is the responsibility of the member of staff making the arrangement for any clubs/activities to ensure that the provider is asked to bring the necessary documents to the school office before any activity programme commences, and that the school office is aware in advance of any external provider being used for clubs/activities.


#### ***Required documents:-***

- DBS certificate
- Photo ID
- Relevant Qualifications
- Risk Assessment for the activity to be carried out
- Details of any First Aid training
- Liability Insurance

Copies of these documents should be kept on file in the main school office.

Signed: 

Sarah Isberg (headteacher) - Date: September 2017

Agreed by the Governing Body: 

Simon Day – Chair of Governors – September 2017

Review September 2019

© Kentmere Academy 2017 ALL RIGHTS RESERVED - The copyright in this document, which contains information of a proprietary nature is vested in Kentmere Academy School. The contents of this document may not be used for any purposes other than for which it has been supplied and may not be reproduced, either wholly or in part, in any way whatsoever, nor may it be used by, or its contents divulged to, any other person whatsoever without the prior written permission of Kentmere Academy. Kentmere Academy is a partner school of the Wardle Multi – Academy Trust. For more information, please visit [www.wardletrust.co.uk](http://www.wardletrust.co.uk).