



## **Visitor Policy**

### **Visitors to our campus**

The coronavirus – COVID-19 – continues to be a significant concern for us all. As the health, safety and wellbeing of our students, staff and visitors are of the utmost importance, we have restrictions in place for access to and movement around our campuses.

We are not allowing visitors to enter our campus if they have travelled from a category 1 or 2 country within the last 14 days, or from any of the following countries which are reporting daily increases in confirmed cases: Austria, Bahrain, Belgium, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Netherlands, Norway, Slovenia, Spain, Sweden, Switzerland. Due to the changing situation on a daily basis, this list is not exhaustive and restrictions will include any other country where there is an outbreak.

Also, we are not allowing visitors to enter our campus if they have travelled from any of the above countries more than 14 days ago and they are showing signs of any coronavirus symptoms.

Visitors will be asked to complete a declaration on arrival.

**Policy Reviewed: Spring Term 2020**

**Next Review Date: Spring Term 2021**

## **1. The Aims of this Policy**

1.1. 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 Academy 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.

## **2. The Objectives of this Policy**

2.1. The key objectives of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the Academy which is understood by all staff, trustees, 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 Academy setting.

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

2.3. All teaching and non-teaching staff employed by the Academy

2.4. All external visitors entering the Academy sites (Monkmoor, Futures at Shrewsbury College and Mary Webb School) during the school day or for extended school clubs

2.5. Trustees

2.6. Parents/carers

2.7. Volunteers

2.8. Children

2.9. Professional Visitors

2.10. Building & Maintenance Contractors

2.11. All visitors to Severndale Specialist Academy are to familiarise themselves with the following information:

## **3. Safeguarding**

3.1. Severndale Academy takes safeguarding responsibilities seriously and to ensure appropriate action is taken in a timely manner, to safeguard and promote young people's welfare please refer any concerns to the Designated Safeguarding Lead (DSL) or one of the Deputy DSL's, as displayed across the academy.

## **4. Mobile Phones**

4.1. We ask that you do not use your mobile phones whilst on the Academy's premises and that you keep them switched off at all times. If you are visiting our Early Years setting we inform you that you will be required to leave your mobile phone / tablet at our reception in a small lockable box and collect on your departure.

## **5. Evacuation**

5.1. In the event of a fire or need for evacuation of the premises a voice activated alarm will sound. Please follow the instruction of the staff member that you are with. Leaving via the nearest exit to one of the assembly points.

5.2. Protocol and Procedures

## **6. Visitors Invited to Severndale Specialist Academy**

6.1. Before a visitor is invited to the Academy, both the Principal and Strategic Business Manager are informed, with a clear explanation as to the relevance, purpose date and time of the visit . Permission must be granted by the Principal before a visitor is asked to come into Academy.

### **6.2. Monkmoor Campus**

6.2.1. Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification

6.2.2. All visitors enter the Academy building through the main reception door and report to the receptionist

6.2.3. All visitors must state the purpose of their visit and who has invited them or whom they wish to see. They should be ready to produce formal identification

6.2.4. All visitors are required to sign in on the InVentry computer system. A photograph of your face will be taken and a visitors identification badge will be produced that is to worn at all times whilst at the Academy

6.2.5. If you are working unsupervised with students, the Academy receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, ie Passport or driving licence. Without this documentation you may not be granted access.

6.2.6. 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.

6.2.7. On departing, visitors leave via reception and:

6.2.8. Sign out using the InVentry computer system

6.2.9. Return the identification badge to reception

### **6.3. Futures**

6.3.1. Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification

6.3.2. All visitors enter the Futures building through the main reception door and report to the receptionist

- 6.3.3. All visitors must state the purpose of their visit and who has invited them or whom they wish to see. They should be ready to produce formal identification
- 6.3.4. All visitors are required to sign in / out whilst on site and will be issued with a visitors badge that is to worn at all times whilst at Futures. Please use the plastic holder and visitor lanyard provided and make sure your ID is clearly visible to staff and students.
- 6.3.5. If you are working unsupervised with students, the Academy receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, ie Passport or driving licence. Without this documentation you may not be granted access.
- 6.3.6. 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.
- 6.3.7. On departing, visitors leave via reception and:
- 6.3.8. Sign out using the visitors book
- 6.3.9. Return the identification badge to reception

#### 6.4. Mary Webb

- 6.4.1. Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- 6.4.2. All visitors enter the Mary Webb School building through the main reception door and report to the receptionist
- 6.4.3. All visitors must state the purpose of their visit and who has invited them or whom they wish to see. They should be ready to produce formal identification
- 6.4.4. All visitors are required to sign in / out whilst on site and will be issued with a visitors badge that is to worn at all times whilst at Mary Webb. Please use the plastic holder and visitor lanyard provided and make sure your ID is clearly visible to staff and students.
- 6.4.5. If you are working unsupervised with students, the Academy receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, ie Passport or driving licence. Without this documentation you may not be granted access.
- 6.4.6. 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.
- 6.4.7. On departing, visitors leave via reception and:
- 6.4.8. Sign out using the visitors book

6.4.9. Return the identification badge to reception

## **7. Unknown / Uninvited Visitors to the Academy**

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

7.2. In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Principal / Strategic Business Manager (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

7.3. 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 Academy grounds, police assistance will be called for.

## **8. Linked Policies**

8.1. This policy should be read in conjunction with other related school policies: including:

8.2. Child Protection and Safeguarding procedures

8.3. Privacy Policy

8.4. Healthy and Safety

8.5. Fire Safety