



Visitor Policy

Approved by:	Governing Body	
Last Reviewed:	01/10/2024	
Reviewed by::	Sarah Luff Head of School Polly John Deputy Head of School	
Next review due:	October 2025	

Welcome to our school, part of Rainbow Multi Academy Trust. It is the responsibility of all adults to safeguard and promote the welfare of children and young people. Please help us to ensure the safety of our pupils by ensuring that all personnel working on the school site comply with the following code of conduct:

General behaviour whilst on site:

- ❖ Please report to Reception immediately upon arrival, sign in and out each day, present relevant identification to staff in the school office and wear the supplied visitor ID pass for the duration of your visit.
- ❖ Please read the Fire Evacuation Procedures and Health and Safety School Arrangements, a copy of which will be provided at Reception upon sign-in.
- ❖ Familiarise yourself with the following Policies: Child Protection Policy, Behaviour Policy, KSCIE part one and Visitor Policy.
- ❖ We ask you to stay within the agreed work area and access routes. If you need to go outside the agreed work area, or access routes, you must obtain permission from the Head of School, or a member of staff in the school office.
- ❖ Do not use profane or inappropriate language.
- ❖ Dress appropriately, i.e. in a way that is unlikely to be viewed as offensive, revealing or sexually provocative; and a way that is absent of any political or contentious slogans.
- ❖ This is a no smoking site; compliance is mandatory by everyone, including visitors. Smoking is prohibited everywhere within the boundaries of the premises.
- ❖ On leaving the premises, everyone must sign out at reception and return any ID passes.

Safeguarding

Rainbow Multi Academy Trust schools comply with a robust safeguarding and child protection policy which can be found here: <https://www.st-michaels-helston.org/policies/> Please note, any adult working in our school is deemed to be a trusted adult, therefore, you must comply with the terms set out in the policy and the points outlined below.

- ❖ Please thoroughly read the Tier 1 leaflet – ‘What to do if you are worried about a child’. This will include names of the Designated and Deputy Safeguarding Leads within your school who must be contacted if you are concerned about a child, or a child has disclosed something concerning to you. There are posters displayed around the school clearly displaying the Safeguarding Team.
- ❖ You may be asked to keep your phone in the school office, or locked away in a locker or cupboard. Mobile phones may only be kept on your person with special permission from the Head of School. Phones should only be accessed at break or lunch times in staffrooms, or offsite.
- ❖ You are not permitted to take photographs whilst on the school site without prior consent from the Head of School.
- ❖ Work safely and take responsibility for your own actions and behaviour. Avoid any contact which would lead any reasonable person to question your motivation and intentions.
- ❖ NEVER give your personal contact details to children or young people, including your mobile phone number. Contact via social network sites is also unacceptable and could lead to an official investigation.
- ❖ Visitors must work and be seen to work in an open and transparent way.
- ❖ Remember, your actions, no matter how well intentioned, could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
- ❖ In the event of problems with challenging pupils, visitors must report the incident to the Class Teacher or Head of School.
- ❖ We must be aware of any accidents, incidents, dangerous occurrences or potentially serious ‘near miss’ incidents which involve you on our sites.

- ❖ If you witness or suspect any misconduct by a member of staff, either employed by the school or working as a representative of the school (supply teacher, club leader, etc), please follow steps for reporting via the Trust's whistleblowing policy which can be found on the school website.

Safety

- ❖ First Aid – if you require first aid, or feel unwell, please contact the school office or a member of staff. First Aiders are clearly identified on the First Aid posters around the school.
- ❖ As part of your site induction, you will be made aware of the evacuation procedures for the site that you are working in.
- ❖ On hearing the fire alarm, you must leave the building by the nearest exit and go to the assembly point. You must not re-enter the building until you are told it is safe to do so.
- ❖ Only designated welfare facilities can be used by visitors.
- ❖ Tools or equipment belonging to you must never be left unattended, at any time, in any occupied school or building.

Data

- ❖ In compliance with GDPR, any personal information obtained from the Trust/School shall not be disclosed or used in any unlawful manner.
- ❖ You must inform the Trust Data Protection Officer Glyn Pascoe in the event of a data breach.

All visitors to the school must agree to the following statements:

I will not be promoting any extremist views and will work with the children and staff, or other visitors, to the premises in accordance with the agreed purpose of the visit.

I agree to follow policies and procedures in accordance with the requirements of the setting, and in line with legislation, including the safeguarding policy and the adherence to the Prevent Duty which keeps children safe from:

- Promotion of ideologies which sanction and require extreme viewpoints of a culturally unbalanced nature which breaches the content and requirements of fundamental British Values.
- Being drawn into any form of radicalisation or being potentially drawn towards terrorism.
- Placing any child or other person at risk of harm.

I agree to comply with the Counter Terrorism & Security Act 2015, namely that the premises must not be used to disseminate any extremist views. If found to be doing so, I understand I will be asked to leave the premises and, if necessary, the police will be called.

I will adhere to the reporting protocols of any such behaviour to the school safeguarding team who may choose to refer the incident/concern on.

REMEMBER - Your actions, however well intended, could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.

Identification

A suitable means of identification should be provided by all individuals who visit the school site and be agreed and produced for checking by the school in advance of any work taking place. If an individual fails to produce such ID, they shall be refused entry to the site.