



Title:	Visitors Policy
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Approved by:	Claire Bramley
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Visitor Policy

Learning4Life-GY: Access Control Arrangements

Employee Responsibilities:

- 1.1 To ensure compliance with statutory requirements surrounding access control and fire safety, employees must adhere to the following:
- 1.2 When staff make arrangements to have visitors attend the L4L-GY building , they should send an email to the directors giving 24 hours' notice wherever possible.
- 1.3 The email should include, (as applicable):
 - a. Name of the meeting organiser.
 - b. Contact details of organiser,
 - c. Date and time of attendance.
 - d. Visitors name and organisation where appropriate.
 - e. Location and brief description of the meeting

Contractors wishing to obtain access to the building on behalf of the landlord, should liaise directly with the Directors so that appropriate arrangements can be made outside of class time.

Landlord representatives wishing access to the building will do so via the Directors, in accordance with the lease; outside of class times, with notice periods and with prior request.

Visitors to our school:

Learning4life-Gy extends a warm, friendly and professional welcome to its visitors.

The school understands that it has a duty of care for the health, safety, security and wellbeing of all staff and students. This duty of care incorporates safeguarding all its students from subjection to harm, abuse or nuisance. It is the responsibility of the school to ensure that this duty is always uncompromised. The school is therefore required to have a clear protocol in place for the admittance of visitors to the school. All visitors (without exception) are expected to comply with the following policy and procedures. Failure to do so may result in the escorted departure of the visitor from the school premises.

The ultimate aim is to ensure the students can learn and enjoy curricular and extra-curricular experiences in an environment where they are safe from harm or potential harm.

- 1.4 Staff must advise their visitors that they must report to Reception on arrival where they will be asked to sign in and wear a visitor badge.
- 1.5 Reception staff will inform visitors of their arrival and staff will be requested to collect their visitors from reception.
- 1.6 Visitors must not admit other visitors to the building without ensuring that other visitors report to Reception to sign in.

It is not always necessary to obtain a DBS check for visitors who will only have contact with students on an ad hoc or irregular basis for short periods of time. However, the designated member of staff must ensure that such visitors always sign in and out and collect a visitor's pass to be worn whilst on the school's premises. Such visitors should be escorted by a member of staff and not be left alone with any of the students or allowed to walk around without an escort, e.g. to go to the toilet.

All staff should be sufficiently confident to politely challenge anyone in the school who is not known to them and not wearing a staff or visitor's pass. The person should be guided to reception for the correct signing in protocol or asked to leave the premises. As staff are required to wear/carry their photo ID cards at all times whilst on the school premises, an unauthorised person should be easily identifiable. Any member of staff who has forgotten to bring in their ID card should collect a temporary card from reception before proceeding any further. The card should then be returned to reception at the end of the day.

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.

The entrances to Learning4life-GY both have a staffed reception and both sites are monitored by CCTV in reception. However, staff should be vigilant and report any unauthorised visitors. The entrances are both access controlled to prevent unauthorised entry.

Guest speakers:

We often invite speakers from our wider community to give talks to enrich our learners' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Both the School and learners greatly appreciate the time and effort that Visiting Speakers put in to their presentations. Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. As such Learning4life-GY recognise the School's legal obligations when using Visiting Speakers and set out the standards of behaviour expected from Visiting Speakers; having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations. The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) (<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised. This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- The organiser must have authorisation from the Principal in advance of the visit.
- The organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable.
 - Staff must inform the Visiting Speaker that USB sticks must not be brought into School and that any presentation/material etc should be sent to the organiser in advance.
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing
- Visitors to provide photo ID upon arrival at School, the organiser should check this and verify the Speaker's identity
 - Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation

Students:

It is not required for Learners attending classes to sign in the Visitor Book. This is the same for learners attending a class where a register will be taken or a log of learning in the case of a 1-1 tutorial.

All visitors MUST report to Reception to advise they are leaving and to return their temporary passes.

The Visitor Policy should be used in conjunction with the
Security Policy
Fire and Emergency Evacuation Policy
Lock Down Procedure