



Hodgson Academy Visitors Policy

Hodgson Academy offers all visitors a warm, friendly and professional welcome to our school, whatever the purpose of their visit.

The Academy has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to “safeguard” all students from being subjected to any form of harm, abuse or nuisance.

Our aim is to safeguard all students under the academy’s responsibility both during the normal school day and during any activities that take place outside of the normal school day which are arranged by the academy.

The academy has control and responsibility for its students anywhere on the academy site (i.e. within the academy boundary fence) during normal academy hours, during after school activities organised by the academy and on off-site activities organised by the academy.

The policy applies to:

- All staff employed by the Academy.
- All external visitors entering the school site during the school day or for after school activities (including peripatetic staff, external teaching / support staff, school parties, sports coaches, and topic related visitors e.g. authors, journalists, lettings).

The Academy recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Academy therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures.

Policy and Procedures

Visitors to the Academy

- All visitors must abide by all Academy policies.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of the visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times, making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception. The contact will then be responsible for them while

they are on site. Visitors are not allowed to move about the site unaccompanied unless prior arrangements have been made and appropriate DBS clearances are in place and recorded.

- School Parties will be asked to complete a risk assessment and acknowledgment that Academy policies have been read and understood prior to their visit. Register lists will also be required. Visiting Teachers / staff retain responsibility for their students at all times.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- a) Enter their departure time in the Visitors Record Book alongside their arrival entry
- b) Return the identification badge to reception

Unknown / Uninvited Visitors to the Academy

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

In the event that the visitor refuses to comply. They should be asked to leave the site immediately and a member of SLT informed. The SLT member 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.

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