



CHRISTOPHER NIEPER

Education Trust

Visitor Policy

Policy Name	Visitor Policy
Policy Lead/Owner or Originator	Kathryn Hobbs CEO
Approval level	CNET Trust Board
Date of approval	Spring 2025
Next review date	Spring 2028

Version Control	
Version 2	Summer 2022
Version 3	Reapproved by Trust Board Spring 2025

Signed: <small>Governor or Trustee Lead</small>	Christopher Nieper
Date:	Spring 2025

Developing leaders & Achievers of the *future*

(Please note: This policy should be read and reviewed in conjunction with the Safeguarding and Child Protection policies and guidelines for each academy within the Trust).

Introduction

Christopher Nieper Education Trust welcomes visitors from the local community and outside agencies to promote learning and well-being through their experience and expertise. As a Trust we aim to provide our pupils with a broad, balanced and enriched curriculum. We see the inclusion of visitors' input into the curriculum as one means of ensuring that we meet this aim. This enables our pupils to question and learn from 'experts' from various walks of life and disciplines which allows our pupils to gain a wider view of the world and gain insight into the lives of other people. We recognise the valuable contribution this makes to the core and enhanced curriculum.

Vetting Procedures:

The following vetting procedures are implemented to ensure the safety and security of all pupils, staff and visitors. These procedures have been carefully designed to ensure the Trust and schools forge effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole Trust community.

Volunteers (*see separate policy*)

Contractors & Outside Agency Visitors

Wherever possible maintenance work carried out on site is outside pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the academy site. These visitors are required to meet the academy safeguarding requirements which consist of the following procedures:

- All contractors are required to sign into the academy (and the contractor log book, for FES contractors at David Nieper Academy), unless special arrangements are agreed by the CEO, CFOO or the Headteacher of the school for agreed projects. (Note: on departure all visitors are required to enter a time of departure to meet Health & Safety requirements.)
- Contractors will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted.
- A visitor badge will be issued, on a yellow lanyard, and prominently worn. This is to assure all staff that contractors have completed the above procedures and therefore are known and recorded to be on site.
- Where a contractor does not display their visitor badge, they can expect to be politely challenged by our staff, who are vigilant in ensuring the above procedures are adhered to. Pupils are also encouraged to report to a member of staff any visitor they encounter on site without a visitor badge or are wearing a yellow visitor lanyard and are unescorted by a member of staff.
- In some circumstance's contractors may be required to have DBS verification in place. For example:
 - Regular employees of the Hard Maintenance company appointed by the DfE (currently FES) who will be working on projects within David Nieper Academy during the school day.
 - Where contractors, during on-going building work, will be regularly working in close proximity to internal areas or play areas where pupils are present.
 - Where the nature of the contractor's works means they will have access to

sensitive data e.g. computer maintenance/management information service companies.

- In some cases, the Trust will not carry out the DBS checks. However, before work commences, the contractors will be required to supply their employees' DBS numbers and date of clearance. Such contractors are not required to present their employees' DBS certificates due to the risk associated with its potential loss. This is in line with central government guidelines. They will be issued with a visitor pass on a blue lanyard and may be on school premises unescorted by a member of staff.
- Visiting staff from the Local Authority, Primary Care Trust and private companies that have Service Level Agreements with the academy do not have to comply with the aforementioned vetting procedures as their organisations have issued a statement of assurance. These statements assure the academy that their host organisations have completed enhanced DBS checks on all staff who visit the academy. They will be issued with a blue lanyard to show that they have had the DBS check.
- Infrequent visitors such as artists, authors and theatre companies who are fully supervised at all times will not be required to submit DBS verification. Again, this is in line with central government guidelines.

Specific Guidance for Members of Staff Organising Visits from External Agencies

The following procedures should be followed by all staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement the academy planned programmes or schemes of work and is in line with academy policies. (This is particularly important in Health areas e.g. RSE Education).
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
- Provide each visitor with named contact.
- Ensure the activity meets Health and Safety guidelines.
- Staff must ensure such visitors are aware of the academy core policies such as Safeguarding/Child Protection and provide access to any further relevant documentation e.g. RSE policy, Drugs/Substance misuse policy, risk assessments.
- All staff must inform the relevant people of the intended presence and remit of visitor: e.g. Headteacher, reception/office staff.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure the relevant staff member/s (i.e. class teacher) is present during the session as they are responsible for class discipline, monitoring and evaluation.

- Ensure the students are given time to reflect on what they have learned.

The academy contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, fees paid.

Appendix A - Visitor code of conduct

Visitors will follow all school / Trust rules and policies, including those on:

- Child protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistleblowing
- Behaviour

Copies of the school/Trust policies are available on the school/Trust website or from the school office.

1. Please sign in and out of the premises and wear a visitor's badge at all time.
2. Use appropriate language and behaviour with children.
3. Report any accidents to the main office.
4. If you feel any way uncomfortable about the behaviour or welfare of a child, please discuss this with the Designated Safeguarding Leads.
5. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff is present.
6. Mobile phones should be on silent and out of sight when on the school premises.
7. All photography and filming within school is prohibited.
8. If a child attempts to contact you through a social networking site, screen print the page; inform the school immediately and do not respond.
9. Clothing should be respectful of pupils, staff and the working environment and community.

In signing into the school, you are agreeing to the above Code of Conduct