




ACADEMY STAFF, PARENTS AND ONSITE VISITOR PROTOCOL

Document Control Table

Title	Academy Staff, Parent and Onsite Visitor Protocol
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Document History

Date	Author	Note of Revisions
27/6/2017	ED	Section added on pg. 4 re. Visitor Conduct on Site
5/7/2018	ED	Changed Executive Headteacher to CEO

ACADEMY STAFF AND VISITOR ONSITE PROTOCOL

Safeguarding

Statement

The first priority of Perry Hall MAT is the welfare of all of our pupils. We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all time.

Everyone working with our children should be aware that:

- Their role is to listen and note carefully any observations that could indicate abuse.
- They should not attempt to investigate once initial concern is raised.
- They should involve Heads of School/Headteachers immediately
- If they are not available, Mrs Cheema, CEO should be contacted.

If any member of staff, parent or visitor to the school has a concern that a child is being harmed, or is at risk of harm, to receives a disclosure (either intentionally or unintentionally), they must contact the Headteacher/Head of School or Mrs Cheema immediately.

Please make sure you report any concerns the safeguarding team within school. (Details are on each school website and within the Trust safeguarding Policy).

Objectives

To account for all staff, pupils and visitors at any particular time. To ensure their safety through a controlled procedure with regard to fire or other significant events that may put in jeopardy an individual's well-being. This information will be used to perform the basis of an evacuation register, allow managers to review the deployment of staff, particularly those who are working part time or seen infrequently and finally assist in confirming or eliminating individuals in the event of a criminal act having been committed. This protocol is to be read in conjunction with the Trust Health and Safety Policy.

Statement

Perry Hall Multi-Academy Trust openly welcomes visitors to all schools within the Trust, however we expect them to comply with Trust policies and procedures, in particular safeguarding checks and health and safety requirements. It is the responsibility of all of our visitors to acquaint themselves with these procedures on arrival as this information is presented to them by the relevant front office.

Aims

This protocol seeks to ensure staff are safe and accounted for. Whilst we understands that visitors can make an important contribution to the education and experiences of our pupils, we fully recognise the need to discharge our duty of care to all staff, pupils and visitors. For this reason, we ensure that we take all reasonable precautions to regulate and monitor the flow and movement of staff, pupils and visitors to our sites, throughout the course of the day and during out of hours.

Visits from agencies such as music tutors, workshops and sports instructors etc. are made available and actively encouraged for all groups of pupils. In arranging such visits, teachers should consult with the individual Headteacher /Head of School prior to finalizing arrangements, and should try to ensure that any such visits cause minimum class/school disruption or inconvenience. In addition, the organising staff member should ensure these types of visits are arranged with safeguarding in mind and are fully risk assessed. Visiting professionals of this nature are required to provide evidence of a clear DSB check.

Day to Day Visitors

- All visitors to the school should report to the school office in the first instance and sign themselves in on the digital signing in system.
- All visitors should wear the printed sticker badge throughout the duration of their time in school.
- External visitors should be prepared to show evidence of a clear DBS to the school office.
- Contractors will be introduced to the caretaker who will provide relevant access to the site as required.
- Contractors and other visitors will be required to adhere to the Trust health and safety regulations and ensure that safe working practices are followed and all necessary permissions are obtained.
- No visitor should be left unaccompanied with any pupils by a member of staff (a parent talking to their own child is acceptable). With the exception of qualified professionals who are known to the school and who have a recorded and cleared DBS disclosure.
- If any visitor will be regularly working with pupils in schools, they should read the safeguarding procedures and their details to be recorded on the Single Central Record.
- Any visitors on site who are not recognised, or who are not appropriately identified should be politely asked their business.
- External digital storage or memory sticks are forbidden in school for all visitors.
- All visitors are forbidden from using their personal mobile phones when in school (This is also displayed on a sign in each front office).
- All visitors must return the identification sticker before leaving the site.

Staff on site (signing in and out)

- Staff are expected to sign in and out of school with personal fobs via the fob access reader point in the school office, both on arrival and when leaving the building .
- It is the responsibility of the staff member to sign in/out pupils in their charge during the course of the school day. Class listings are maintained in the school office.

Pupils Leaving Site

- Pupils on being collected by their parent/carer must sign out using the class listing form in the school office.
- Passwords will requested from the parents or carers collecting any children from school before the end of the school day.
- Pupils leaving school are part of a school trip or activity **MUST** be escorted in and out of school by an EVOLVE Administrator.

Visitor Conduct on Site

All visitors are expected to treat staff and children in a respectful way when on any of our sites. Any threatening, abusive or violent behaviour against any staff member or child is taken extremely seriously. Examples of such behaviour are below:

Shouting at staff

- Raised voices
- Swearing
- Intimidating staff
- Rallying other parents to become involved in intimidating behaviour
- Publically voicing unsubstantiated claims about staff, children or the Academy.
- Using racist or sexist terms
- Using violence
- Taking alcohol or drugs on the premises
- Wilful damage to school property
- Theft
- Threats or threatening behaviour

This list is not an exhaustive list but seeks to provide illustrations of such behaviour that is not acceptable in our schools.

Anyone behaving this way will be asked to leave the premises and the Police will be called if verbal or physical harassment occurs. If necessary action will be taken to ban anyone behaving such a way from the school grounds.

General Notes

- Cold calling should be discouraged.
- On the occasion of an unexpected visitor, the first point of contact should be with the school office, who will involve other pupils or staff members as appropriate.
- Any extended schools will maintain the same procedures for monitoring any visitors.