



Atlantic Centre of Excellence Multi Academy Trust

VISITORS POLICY

Date Adopted:	13 October 2017
Date to be Reviewed:	Autumn Term 2020

All visitors are very welcome at all ACE academies. It is the Trusts responsibility to ensure that the security and well-being of our pupils is uncompromised at all times. The academy and Trust has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. The academy and Trust, therefore, requires that ALL VISITORS (without exception) comply with the following policy and procedure.

- All visitors must report to the Academics Main Office to sign in and state the purpose of their visit. Visitors must provide formal photographic identification at the time of their visit.
- All visitors must wear a visitor's lanyard as provided at all times when on the property.
- Any visitor on site who is not wearing a lanyard will be politely approached and accompanied to the Main Office for registration.
- Where possible the Main Office staff should be informed of all pre-arranged visitors to the academy.
- The academy will take responsibility for the visitor whilst on their site.
- On departing, visitors should leave via the Main Office and sign out of the Visitors book / Electronic system and return their lanyard.
- The academy reserves the right to refuse entry or terminate a visit at any time.

The academy will provide you with the following information, please ensure you read this and retain with you during your visit:

- **Information for Visitors leaflet**
- **Code of Conduct**
- **Anti Radicalisation form**
- **Acceptable Use Agreement**

The Main Office staff will refer to their Single Central Record to establish if visitors are approved to work within regulated activity (see guidance below). If visitors are not recorded on the Single Central Record, they will be accompanied by a member of staff on site, at all times.

Evacuation

Visitors who may have difficulty evacuating the building in the event of an emergency will be offered an escort.

School Performances and Sports Day

This policy does not apply to audiences at performances in the school hall and similar events.

Deliveries

A person making a delivery is not classed as a visitor and, therefore, not required to sign in. Deliveries are to be left in the main office.

Definition of Regulated Activity

Regulated Activity excludes any family arrangements and personal, non-commercial arrangements.

CHILDREN
PART 1: REGULATED ACTIVITY FOR CHILDREN - ACTIVITIES
<p>Regulated activity relating to children comprises in summary:</p> <p>(i) Unsupervised Activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;</p> <p>(ii) Work for a limited range of establishments (<u>'specified places'</u>) with opportunity for contact, e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;</p> <p>Work under (i) or (ii) is regulated activity only if done:</p> <ul style="list-style-type: none"> • by the same person • frequently(once a week or more often); or on 4 or more days in a 30-day period; or overnight <p>(iii) Relevant <u>personal care</u>, e.g. washing or dressing; or health care by or supervised by a professional;</p> <p>(iv) <u>Registered childminding</u>; and <u>foster-carers</u></p>
PART 2: REGULATED ACTIVITY FOR CHILDREN: ESTABLISHMENTS
<p>An activity is regulated activity in relation to children if carried out:</p> <ul style="list-style-type: none"> • in one of the following establishments (school, pupil referral unit, nursery school, institute for the detention of children, children's home, children's centre, childcare premises); • frequently (once a week or more often), or on 4 or more days in a 30 day period; • by the same person, engaged in work for or in connection with the purposes of the establishment; and • it gives the person the opportunity, in their work, to have contact with children <p>Day to day management or supervision on a regular basis of a person providing the above regulated activity for children is also regulated activity for children.</p>