Frome Vale Academy

School Visitors Procedures (Including Contractors) 2025/2026

Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Academy Councillors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Visitors are very welcome to our school, however it is our schools responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school 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. It is the responsibility of the Academy Council and the Principal to ensure that this duty is implemented at all times.

In performing this duty, the Academy Council recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure.

Responsibility

Our Designated Lead Person is the member of staff responsible for the implementation, coordination, dissemination and review of these procedures. All breaches of this policy must be reported to the Designated Lead.

Where and to whom the procedures applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

The procedure applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Academy Councillors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

Protocol and procedures

Planned visitors (unchecked by CLF) to the school

All visitors to the school will be asked to provide formal identification at the time of their visit

- The school office/ reception staff must be informed of all pre-arranged visitors to the school.
- All visitors must report to the school office/ reception first and should not enter the school via any other entrance.

- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign into the academy using the iPad in the main foyer, making note of their name, organisation, who they are visiting, car registration number (where applicable).
- All visitors will be required to wear an identification lanyard, the lanyard must remain visible throughout their visit.
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information. There is a safeguarding board located in the main school foyer.
- If the visitor is presenting to children, we will ask to see the contents ahead of the visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the main school entrance and:
    - Sign out using the iPad
    - Return the identification badge to the school office/ reception.

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child. See further guidance on DBS checks – appendix 1

Unknown/ unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity lanyard should be challenged politely to enquire who they are and their business at the school.
- They should then be escorted to the school office/ reception to sign in using the iPad and be issued with a lanyard
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal and Vice Principal (or the Teacher-in Charge) should be informed promptly.
- The Principal / Vice Principal (or the Teacher-in-Charge) 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.
- The school will follow lock down procedures

Academy Councillors and regular volunteers/parent helpers

- All Academy Councillors and regular volunteer and parent helpers must comply with the Disclosure and Barring Service checks as required, as well as the recruitment checks as outlined by CLF HR. There is also relevant safeguarding training and data protection training that must also be completed
- New Academy Councillors and volunteers will be made aware of and must become familiar with other CLF safeguarding procedures as part of their induction. This is

the responsibility of the Principal. (see section on linked policies and procedures)

- New parent helpers will be asked to comply with these policies and procedures at their Induction meeting with the Principal before coming into the school for an activity or class supporting role
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Principal must give permission before any such visit takes place.

Contractors/ Workmen

□ Contractors/ workmen should follow the procedures set out in visitors unchecked by CLF if booked on an emergency basis.

□ Contractors booked through our PQQ system should all be DBS checked and their organisation should have provided a letter of assurance (LOA). These contractors' visits should be prearranged, and they should provide evidence of their DBS and show photographic ID on arrival.
□ Contractors will sign in on arrival and sign out on departure using the iPad.

Staff development

As part of their induction, new staff will be made familiar with this policy and be asked to ensure compliance with its procedures at all times. In addition all staff complete an annual training course on safeguarding and the CLF Code of Conduct, EDI, Data

Protection and Health and Safety and are expected to have read KCSIE (Keeping children safe in education).

Smoking including e-cigarettes and vaping

The school has a duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of all adults and children at school. The No Smoking Policy is designed to secure a non-smoking healthy and safe environment to protect the staff, pupils and students, visitors and contractors from the effects of tobacco smoke at the school and to ensure compliance with the Smokefree (Exemptions and Vehicles) Regulations 2007. The No Smoking Policy is designed to ensure a healthy and safe working environment in compliance with the Health Act 2006. This is in the context that medical evidence continues to reinforce the link between inhalation of smoke both directly or by passive smoking and serious illness or the exacerbation of pre-existing health problems.

1.1 The school has obligations to ensure the well-being of all members of staff, pupils and stake holders. To facilitate this and in the interests of providing a pleasant working environment for all, the school prohibits all types of smoking (including e-cigarettes and vaping) on the Academy premises at any time.

1.2 The enforcement of the no smoking policy will be the responsibility of all designated responsible persons within the school. The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work.

1.3 Any stakeholder found to be in breach of this policy will be asked to leave the premises and the school site

1.4 There are NO designated smoking areas within the school site

1.5 Staff are requested to refrain from smoking within the vicinity of the school site to enforce a comprehensive approach

1.6 The smoking ban will apply to all activities held on school site irrespective of whether held within school or outside of school hours, or within term time or within school holidays.

Linked policies and procedures

This policy should be read in conjunction with other related policies and guidance including:

- Child protection / safeguarding policy
- Employment Manual
- Code of Conduct
- Health and Safety policy
- Data Protection Policy
- Safer recruitment policy
- Additional policies – Whistle blowing, all documents and procedures linked to Prevent
- Keeping Children Safe in Education

Appendix 1

Guidance on DBS checks

One off parent or volunteers helpers

If you would like a parent to help in a class as a one off, a DBS does not need to be done but the parent must stay in the classroom. They cannot be left to work on their own with any children. They must be collected and returned to main reception by a FVA adult. Please do not allow them to sit in the corridor as this is often very quiet with no staff present. Please always notify Jan Saunders, Maria Cerepenova and the office of any visitors. Create an invite in Outlook.

Regular parent helpers, or volunteers.

If you wish a parent or volunteer to come in on a regular basis then they must be DBS checked and complete a number of other HR checks along with NIMBLE training and Maria Cerepenova or Jan Saunders should be notified to begin the process of checks Please do not let the parent/ volunteer come in on a regular basis until this has been done. Once this has been done, the adult can work with the children in the corridor or other areas of the school.

Visitors – un checked (e.g UWE, Morph, Boomsatuma)

There is no requirement for the individual to have a CLF DBS, however it is good practice for the admin team to have seen an original copy of a DBS. This does not mean that they can work alone with children. Under no circumstance should visitors be left alone with children unless the CLF have implemented a full DBS

and HR checks and completed the NIMBLE Training. There are exceptions in the case of UWE students or BCC workers, but please check with Jan Saunders.

Peripatetic teachers (e.g music teacher, PE teachers)

In most cases a DBS check will have already been carried out on these adults. However, if you are a curriculum leader and planning to use someone to deliver a lesson on a regular basis, it is your responsibility to inform Jan Saunders or Maria Cerepenova to ensure checks are done. You must make sure that this is done in plenty of time to deliver the lessons. The peripatetic teacher cannot be left in charge of another visiting adult unless they have had the complete safeguarding training on Nimble, and with Heather Marshall.

See link for all checks needed for different scenarios HR process for people working in the school.docx