



Feversham Academy Visitor Policy

Purpose of this statement	To detail the Academy's Visitors policy
Last Reviewed Next Review	October 2016 October 2017
Contact	The Headteacher

➤ **Summary**

This Visitors Policy has been produced to ensure safety of our pupils and staff and we ask for cooperation from staff, pupils, parents and visitors. It will be applied in a fair and consistent manner.

➤ **Purpose**

The purpose of this Visitors Policy is to ensure the safety of our pupils and staff and to ensure that the Academy acts in a reasonable, appropriate and lawful manner with all visitors to the Academy.

➤ **Scope**

This policy applies to all visitors to the Academy. The ultimate responsibility for its implementation lies with the Academy Directors. The Academy Directors have delegated the responsibility to the Head Teacher for the day to day implementation of this policy.

➤ **Aims and Objectives to ensure**

The safeguarding and welfare of children and young people.

The safeguarding and welfare of staff.

A consistent and equitable approach to all visitors.

All relevant equal opportunities legislation is adhered to including the Equality Act 2010.

➤ **Principles**

The following principles are encompassed in this policy:

- We welcome all parents and visitors to the Academy. Parents and visitors are required to report to the reception desk by the main entrance and sign in.
- All visitors must wear a visitor's badge.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.
- The Academy reserves the right to refuse entry or terminate a visit at any time.
- Visitors include parents, volunteers and governors (staff to sign in separately for fire register purposes)

➤ **Equal Opportunities**

The Academy is committed to providing equality of opportunity for all and ensuring that all visitors are fairly treated.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

Visitors will be expected to be respectful of the religious character of the Academy and the beliefs of the children at the Academy. In particular, due to the religious beliefs of children at the Academy, only female staff are employed in learning areas of the Academy. The Academy would expect all visitors (where possible) to:

- (i) provide advanced notice of visits (which will necessitate access to learning areas);
- (ii) allow the opportunity for children (or staff) to adorn a niqab or other clothing that they believe to be appropriate before entering a classroom;
- (iii) respect any religious belief that prevents eye contact being made by children at the Academy; (iv) dress “appropriately” (see below);
- (v) adhere to other reasonable requests made by the Headteacher or other Senior Leader of the Academy.

Other than people working with children (defined below) all visitors will be accompanied at the Academy.

➤ **Dress**

The Islamic faith stresses modesty for both men and women with regard to dress. Out of respect for the Islamic nature of our school and to avoid causing offence we would request that visitors adhere to the following dress code:

- All clothing should be loose fitting and sheer fabrics should be avoided.
- Tops should be long enough to cover the midriff if the arms are raised.
- Sleeves should be at least elbow length and low necklines should be avoided.
- Skirts/shorts or dresses should be knee length or below.

➤ **Categories of Visitors**

Visitors can be classified according to their degree of access to children:

- (i) People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers.
 - a. Unless the visit is expected or the visitor is well known to the person admitting them, the visitor’s identity should be confirmed.
 - b. All such visitors will have enhanced DBS clearance (see DBS and List 99 procedure).

- c. If the clearance is not held by the Academy, the Academy will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

(ii) Well Known Visitors

- a. The identity of the visitor should be confirmed by the member of staff admitting them. They will also be issued with a visitor badge.
- b. The visitor is to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the Academy's knowledge of them.

(iii) Escorted visitors

- a. Parents and carers, prospective parents, job candidates, other people who just wish to attend the school or talk to members of staff and anybody not in the above categories
- b. The visitor must be accompanied at all times

(iv) Ofsted, DfE, LA and other statutory visitors

- a. The identity of the visitor must be confirmed by the member of staff admitting them. They will also be issued with a visitor badge. The visitor is to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children, the Academy's knowledge of them, and the requirements of their visit.

- (v) A person making a delivery to the front office is not classed as a visitor and therefore not required to sign in.

Deliveries are to be left in the school foyer/front office.

➤ **Responsibilities**

Named Director:	Prof M K Khan
Monitoring of the Policy:	The Headteacher
Reporting to:	The Board of Directors