

P22 SKAPE Visitor Policy and Procedure

SKAPE assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

SKAPE has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to safeguard all students from subjection to any form of harm, abuse or nuisance.

It is the responsibility of senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, SKAPE staff recognise that there can be no complacency where Child Protection and Safeguarding Procedures are concerned.

SKAPE therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the SKAPE site.

Policy Responsibility

The SKAPE Centre Manager (Kelly Watson) is the member of staff responsible for the co-ordination and review of this policy.

The Designated Safeguarding Lead (Kelly Watson) is the person responsible for implementing this policy.

All breaches of this procedure must be reported to the Centre Manager.

Aim

To safeguard all children under SKAPE's responsibility during SKAPE's working hours.

The ultimate aim is to ensure that students attending SKAPE can learn and enjoy educational experiences in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the SKAPE site which is understood by all staff, visitors and parents and conforms to Child Protection and Safeguarding guidelines.

Where and to whom the policy applies

SKAPE is deemed to have control and responsibility for its students anywhere on the school site (i.e. within SKAPE's boundaries), during normal SKAPE school hours and on SKAPE- organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by SKAPE
- All external visitors entering the SKAPE site during the school day (including topic-related visitors e.g. authors, journalists, artists, PE coaches)
- All parents, carers (and volunteers)
- All students
- Other Education-related personnel (e.g. teachers and other staff from the registered schools, County/borough Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the SKAPE premises

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- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to SKAPE

All visitors to SKAPE may be asked to bring formal identification with them at the time of their visit (unless they are named on the SKAPE approved visitors list). They must follow the procedure below.

The main entrance to the Centre is locked at all times during schools hours. All visitors, upon arrival, will be greeted at the main entrance (the only entrance to the site) by a member of staff and escorted to the main reception. Here, they should explain who they are, where they are from, the purpose of their visit and who has invited them. No visitor is permitted to enter any further into the SKAPE site until they have registered with the Main Reception. The internal gate will remain locked at this time.

At the Main Reception, they should be ready to produce formal identification upon request.

All visitors will be asked to sign the Visitors Record Book which is kept in the reception during school hours (and is locked in a filing cabinet outside of school hours), making note of their name, organisation and who they are visiting. Please note that the visitors' signing in book is GDPR compliant and so protects the confidentiality of visitors.

All visitors will be required to wear an identification badge/sticker – the badge/sticker must remain visible throughout their visit.

All visitors will be shown the Visitor Information sheet which clearly states how they are expected to behave during their visit and what they are allowed/not allowed to do.

Visitors will then be allowed through the internal gate and escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

The visitor must not be allowed to move about the site unaccompanied.

When leaving the SKAPE site, visitors should sign out and return the visitor badge. They will need a member of staff to allow them to exit the internal gate and leave the site. That member of staff should then ensure that both the main entrance doors and the internal gate are securely closed behind them.

Approved Visitor List / Single Central Record

For regular visitors, SKAPE will carry out relevant checks and hold information on the schools single central record. This will include relevant members of the Local Council and the students' registered schools, contractors, on-site suppliers e.g. sport leaders, subject-specific visiting experts etc and supply staff.

The visitor will be required to demonstrate that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old) AND



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Visitors on the Approved List MUST follow the same procedures on entry to the premises.

Unknown Visitors to the School

Any visitor to SKAPE who is not wearing an identity badge should be challenged politely to enquire who they are and their business in the SKAPE site. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and relevant senior staff notified immediately.

Signed: *L. James*

Date: 09/09/2024

Print Name: L. James

Reviewed: 2 Yearly

Review Date: September 2026

Date	Reason for Change	Approved By	Revision Number
09/09/23	Initial Policy Written	K Watson	Rev 1
01/09/24	Policy Review	K Watson	Rev 2