



VISITORS POLICY

POLICY PRINCIPLES

Visitors are welcome at the Academy, but are aware of the constant need for security and safety of our staff and students. This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the Academy and benefit from contact with the students and staff, within a vigilant framework.

Visitors to classes for the specific purpose of contributing to lessons, for example, relating experiences are to be encouraged and welcomed. In arranging such visits, teachers should consult their line manager prior to seeking approval and finalising arrangements and ensure that on finalising the arrangements visitors are aware of our safeguarding procedures and the need to provide identification and/or proven DBS check. Teachers should try to ensure that any visit causes minimum class/Academy disruption or inconvenience.

Day-to-day unexpected visitors and callers should always report to the appropriate Reception and sign in, however where no prior arrangement/appointment has been made to meet with a member of staff, it may not always be possible for the visitor to meet with the intended party. In this instance, every effort will be made to organise an appointment/telephone consultation later the same day, where possible.

Key to making our sites safer is the requirement for not only compliance with vigilance by all staff in ensuring that the safeguarding arrangements are applied across the entire Academy. In this respect it will be important that anyone without a badge (or unaccompanied but with a red badge) is challenged as to why they are on Academy premises.

The Academy is aware of its duty in relation to the Prevent agenda and as due regard to the need to prevent people from being drawn into terrorism. If you see any issues that are of concern please report these immediately to the Safeguarding Team or Principal.

Procedures for visitors are included in this policy as an appendix.

Date of approval by Academy Council: TBC

Review date: October 2019

Date Policy updated: October 2016

The Academy Council Safeguarding Committee will monitor the implementation and application of this policy and review it every 3 years.

Date policy produced: September 2012

Owner: Office Manager/Estates Manager

Principal – Mr John Cavadino

East Site: Minster Road, Minster-on-Sea, Kent ME12 3JQ

West Site: Marine Parade, Sheerness, Kent ME12 2BE

Tel. 01795 873 591

www.oasisacademyisleofsheppey.org

Oasis Academy Isle of Sheppey is sponsored by Oasis Community Learning www.oasiscommunitylearning.org – part of Oasis UK.

Oasis Community Learning is a Company Limited by Guarantee registered in England & Wales No 5398529. Registered Office: 75 Westminster Bridge Road, London SE1 7HS

PROCEDURES FOR VISITORS

1. ALL visitors need to report to the Main Office Reception to sign in and record their arrival onto the site. Visitors to Hair & Beauty and Adult Education need to report to these locations to be signed in; these visitors will not be granted access to the main Academy site and will NOT be issued with a visitors pass for the main school site.
2. To comply with OfSTED regulations visitors will be asked for proof of ID. The Academy will also record the details of regular visitor's proven DBS check and keep a register for future reference.
3. All visitors moving around the Academy site will be issued with an appropriate visitors pass. Visitors will be identified as follows:
 - All **visitors (non DBS) will be issued with red badges** and will need to be accompanied by a member of staff at all times i.e. someone with a blue badge.
 - Any **DBS cleared visitor (on whom we have recorded their DBS details) will be given green badges.**
 - All **Academy Councillors will have yellow badges.**
4. Any persons visiting a department without signing in at the main office reception should be sent back (accompanied by a member of staff) to sign in. This should include 16+ visitors. No additional signing in registers should be kept other than the central one in Main Receptions. Please ensure your visitor signs out and returns the visitors pass.
5. All visitors must return the visitor's badge before leaving the site and sign out of the visitor's book on leaving the Academy.
6. If a member of staff is contacted by an outside agency/individuals requesting permission to visit lessons, observe teaching, etc., permission must be obtained and the above signing in procedures must be adhered to.
7. Any visitors on site who are not recognised or who are not wearing a coloured lanyard visitors badge have not signed in therefore they should be challenged and politely asked to report to the Main Office Reception (accompanied by a member of staff).
8. Any visitors on site who is wearing a red lanyard visitors badge and is not accompanied should be challenged and accompanied (by a member of staff) back to Main Office Reception.
9. With reference to access for contractors and maintenance staff, please refer to the Access Policy – Procedures for the safe conduct of building and maintenance works.

Principal – Mr John Cavadino

East Site: Minster Road, Minster-on-Sea, Kent ME12 3JQ

West Site: Marine Parade, Sheerness, Kent ME12 2BE

Tel. 01795 873 591

www.oasisacademyisleofsheppey.org