



**Sheffield Springs Academy**  
The best in everyone™  
Part of United Learning

# Visitors' Policy

This document is reviewed annually by Mrs A Garnett; Business Services Director or as events or legislation change requires.

## Policy Statement

Sheffield Springs Academy is committed to ensuring that the Academy site is safe and healthy for employees, for students, for visitors (including contractors) and for anyone else who might be affected by our work activities.

This policy applies to anyone visiting the Academy who is not a member of staff; this could include but is not limited to Governors, Volunteers, Contractors, Agency staff, United Learning staff from other schools and central office.

Sheffield Springs Academy is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Equal Opportunity Policy document.

## Procedures

These procedures are informed by guidance from Safeguarding Sheffield Children; Visiting Professionals advice and Sheffield Springs Safeguarding Policy.

Wherever possible reception should be aware of which visitors are expected and who they are visiting.

All visitors to the Academy **MUST** report to reception on arrival and departure, identify themselves with photographic ID and sign in through the electronic EntrySign system. All visitors will be identified by wearing a visitor's badge; this indicated whether an enhanced DBS check has been evidenced. Failure to provide adequate identification may lead to a visitor being refused entry to the Academy.

The Academy Receptionist will provide an information leaflet (Appendices 1) of the Academy's safeguarding team and health and safety/site procedures.

Any presentations provided by an external visitor must be checked prior to being shown to students.

Visitors will be accompanied by a member of staff at all times for the duration of their visit with the exception of:

- **Governors** – once an enhanced DBS has been issued a governor will be provided with a Sheffield Springs ID badge; this must be worn on all visits and used to record their presence on site as an authorised visitor on EntrySign. If forgotten a visitor pass will be issued, which must be visible at all times.
- **United Learning Staff** – Education advisers, HR Business Partners, Finance Business Partners and Sheffield Park staff will have their SCR record provided and be recorded as authorised visitors on EntrySign. Their UL photographic ID must be worn at all times and include their DBS number. A printed pass must also be worn. All other UL visitors must be signed into EntrySign as a visitor; ID and DBS checked a pass printed which is to be visible at all times.
- **Contractors** – it is the Academy's intention that all contractors on site are kept to a minimum with work scheduled out of hours or school holidays. There are occasions when emergency repairs are required and therefore contractors may be on site during the school day.

Regular contractors and their staff will be recorded on the Non-Employee section of the SCR with confirmation that all employment/vetting checks have been completed; they will have received a copy of the Academy's safeguarding policy. These staff may work unsupervised during the Academy day.

Any contractor not recorded on the SCR will be escorted by a member of the estates team throughout their visit.

- **Agency/Supply Staff** – Short term supply staff from an approved agency recorded on the SCR will need to sign in on EntrySign as a visitor wear a visitor’s pass and provide photographic ID and a copy of their DBS; this to be signed off by a member of the Senior Leadership team. The agency **must** have confirmed all pre-employment checks before they can teach.

Long term supply will have a Sheffield Springs ID badge and be added on EntrySign as a member of staff and undergo safeguarding and health and safety induction.

Any other agency workers will be added to EntrySign as authorised visitors following recording on the SCR. Photographic ID will need to be provided and a visitor’s pass worn. If they become regular visitor’s ID badges will be provided.

- **Volunteers** – Regular volunteers will have been DBS vetted and added to the SCR. Once these checks are completed they will be provided with a Sheffield Springs ID badge and be added onto EntrySign as an authorised visitor.

Occasional one off volunteers will be required to provide photographic ID at every visit and be signed in as a visitor and accompanied at all times.

#### **DBS Disclosures**

If any of the above companies/contractors advise of a criminal offence on a DBS, then the Academy risk assessment should be completed and signed off by the Executive Principal.



# Visiting Professionals

**All education settings are required to ensure that any visitor to the setting has had an appropriate risk assessment and that recruitment checks have been completed.**

The extent of any assessment and checks will depend on the visitor's role and the purpose of their visit.

If they are not meeting with students and are not left alone, they do not need to be assessed and checked.

All visitors who will be having contact with children or young people should demonstrate that they are suitably qualified.

If they are having regular unsupervised access to students, they must demonstrate that they have a current enhanced DBS check in place.

This can usually be done via written confirmation from their employer, including visual proof of identification in order to confirm the identity of the person presenting at the setting.

This could apply to e.g. a social worker, educational psychologist, supply staff or an organisation delivering an activity such as drama or sports.

It is the responsibility of the senior leadership or management team to ensure that appropriate safeguarding support for visitors is in place.

## The visitor should:

- Report to reception on arrival and departure
- Identify themselves with photographic ID

## The setting should:

- Keep a record of all visitors to the setting
- Identify all visitors whilst at the setting e.g. through wearing a visitors badge
- Tell the visitor who is in their safeguarding team and how to report safeguarding concerns or other problems & difficulties
- Ensure that the visitor is not left alone with children or young people unless appropriate
- Ensure that the appropriate protocol is followed if taking a child or young person off the premises
- Let parents know if the setting is asking professionals to provide services or stage an event for their children or young people
- Inform the visitor of procedures in the event of a fire, and other relevant health and safety information
- If someone at your setting is not identifiable, your staff should respectfully ask them for identification and for the purpose of their visit. If the response is unsatisfactory, report immediately.

Many settings in Sheffield give visitors and supply staff a copy of their adapted [Safeguarding Policy Front Sheet](#) when they arrive at reception. This document has details of the Safeguarding Team at the setting, where they are based and how to contact them.

The related policy documents below are on the [Safeguarding Sheffield Children](#) website in the [Schools & other education settings](#) section:

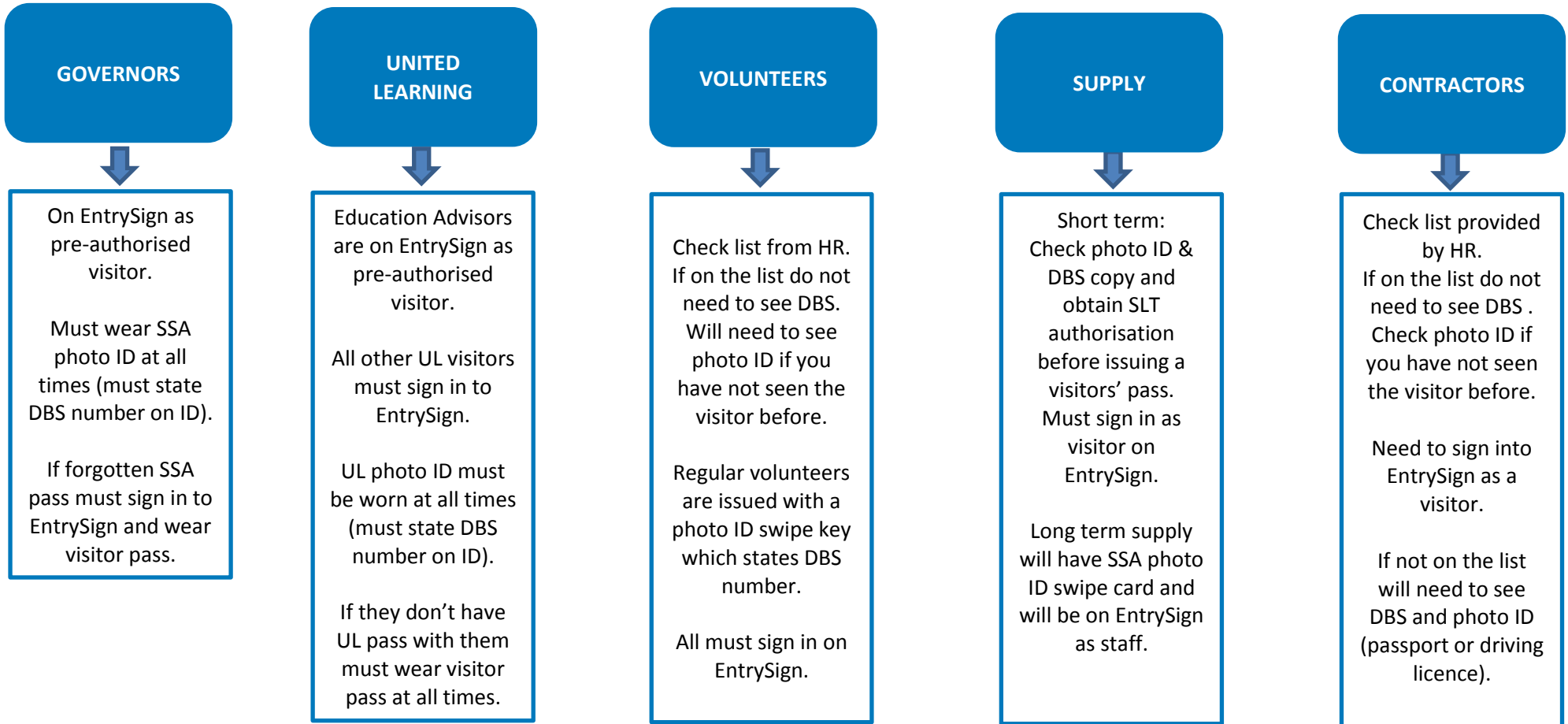
- **One to One Working, Sept 16**
- **Allegations of Abuse against Staff in Education settings, Sept 16**
- **Vetting, Barring & Recruitment, Sept 16**
- **A Safeguarding Policy Frontsheet, Sept 16**

## For further information contact your Human Resources provider

### Other useful resources:

- [Disclosure and Barring Service](#)
- [DBS Fact Sheets](#)
- [Keeping Children Safe in Education, DfE 2016](#)

## VISITORS – SAFEGUARDING CHECKS



**ALL VISITORS – when handing their visitor pass to them make it clear that the visitor pass must be worn and visible at all times.**

If visitor is none of the above they must provide photo ID (passport or driving licence).  
If visitor cannot provide DBS confirmation, advise member of staff who comes to collect the visitor they are not to be left unattended. Staff member is responsible for visitor whilst on site.

# Appendices 1

## Welcome to Sheffield Springs Academy

The school recognises that the safety, welfare and care of children are paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times. If you have any concerns about the safety or welfare of a child, you must inform us without delay. Information about the appropriate members of staff to contact can be found on the overleaf.

### Health & Safety

Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others. All accidents and injuries must be reported to reception.

### Smoking

The school operates a strict no smoking policy which we ask you to respect.

### Security

Please do not enter classrooms unless escorted by a member of staff or by prior arrangement.

### Property

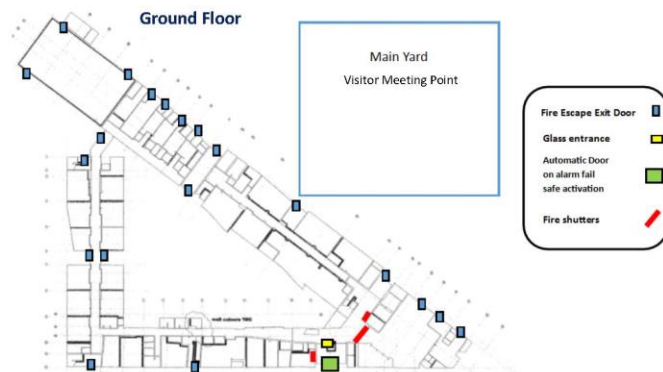
The school accepts no responsibility for any loss or damage to visitors' property.

### Mobile Phones

These must be turned to silent within the Academy teaching zones. Visitors should not be using mobile phones other than to make telephone calls within the Academy.

### Emergency

If the fire alarm should sound please leave the building by the nearest safe exit, follow all signage to the assembly point; the main school playground where our receptionist will record your presence.



## Safeguarding Children

### Sheffield Springs Academy

Academic year: 2016-2017

We all have a statutory duty to "safeguard and promote the welfare of children".

If you have any concerns about the health and safety of a child at this Academy or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues e.g. a child's appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry that you may be reporting small matters – we would rather you tell us things which turn out to be small than miss a worrying situation.

However, if you think the matter is very serious and may be related to a child protection concern, where the child has been harmed or is at risk of harm e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you can ask the Academy Receptionist to find them and ask them to speak to you straight away about a confidential and urgent matter.

The people you should talk to at the Academy are:



The Designated Safeguarding Lead (DSL) – Acting  
**Mr Craig Dillon** – Executive Principal  
Office located on B Floor



The Designated Safeguarding Lead (DSL) – Acting  
**Ms Kelly Mills** – Senior Leader for Safeguarding  
Office located in the Bridge



The Deputy Designated Safeguarding Lead (DDSL)  
**Mrs Grace Benson**  
Office located in the Bridge



The Deputy Designated Safeguarding Lead (DDSL)  
**Ms Lesley Elsdon**  
Office located on A Floor



Looked After Children (LAC) Designated Teacher and Child Protection Officer  
**Mrs Elaine Taff**  
Located on A Floor