

**Visitors’ Policy**

This document is reviewed annually 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.

**VISITORS – SAFEGUARDING CHECKS**

**Governors**

Contractors

**Contractors**

**Supply**

**Volunteers**

**United Learning**

On EntrySign as pre-authorised visitor.

Must wear SSA photo ID at all times (must state DBS number on ID).

If forgotten SSA pass must sign in to EntrySign and wear visitor pass.

Check list from HR.

If on the list do not need to see DBS.

Will need to see photo ID if you have not seen the visitor before.

Regular volunteers are issued with a photo ID swipe key which states DBS number.

All must sign in on EntrySign.

Education Advisors are on EntrySign as pre-authorised visitor.

All other UL visitors must sign in to EntrySign.

UL photo ID must be worn at all times (must state DBS number on ID).

If they don’t have UL pass with them must wear visitor pass at all times.

Check list provided by HR.

If on the list do not need to see DBS . Check photo ID if you have not seen the visitor before.

Need to sign into EntrySign as a visitor.

If not on the list will need to see DBS and photo ID (passport or driving licence).

Short term:

Check photo ID & DBS copy and obtain SLT authorisation before issuing a visitors’ pass.

Must sign in as visitor on EntrySign.

Long term supply will have SSA photo ID swipe card and will be on EntrySign as staff.

**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**



