

Ormiston Academies Trust

Thomas Wolsey Ormiston Academy Visitors' policy

Policy version control

Policy type	OAT Mandatory
Author	Nikki Cameron, Safeguarding Manager
In consultation with	OAT Deputy Safeguarding Manager Academy Staff Education Directors OAT Estates
Approved by	Executive, June 2023
Description of changes	▪ Throughout -references to pupil/student/young person replaced with child or children. ▪ Removed- section on Covid 19 protocols ▪ Section 2 – clarification around: DBS, recording of information, vapes, photographic ID, - 2.1.1.6, 2.1.1.7 ,2.1.1.8, 2.1.1.9, 2.1.1.10, 2.1.1.11, 2.2.1, 2.2.2, 2.2.3 ▪ 2.4 - section on approved visitors list rewritten for clarity ▪ 2.5. section re written to add clarity around contractors DBS and supervision. ▪ 2.5.19 – 2.5.23. Added section - around OAT staff – for clarity and to cover pre-employment vetting check assurance to academies
Description of internal changes	▪ Jan 25 – Appendix 3 added ▪ Oct 25 – 2.4 Types of academy visitor – addition of volunteers and students on work experience added

	Appendix 4 added – Different categories of volunteer and work experience student
Links to	- Health and Safety at Work Act 1974 - The Counter Terrorism and Security Act 2015 - Data Protection Act (GDPR) 2018 - The Children Act 2004 - The Equalities Act 2010 - Keeping Children Safe in Education - Working Together to Safeguard Children - Safeguarding and Child Protection Policy - DBS Policy - Health and Safety Policy - Complaints Policy - Whistleblowing Policy - Teaching and Learning Policy - Equalities and Diversity policy - Accessibility Plan - Emergency Evacuation and Lockdown Policy

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1. Policy statement and principles

1.1. Policy aims and principles:

1.1.1. The aim of this policy is to have in place clear protocols and procedures for the admittance of external visitors to the school which:

- are understood by all staff, governors, visitors and parents/carers.
- prevents unsuitable people from working with or accessing children in the school setting.
- conforms to all current legislation and statutory guidance.

1.1.2. The academy has control of, and responsibility for, its' children anywhere on the academy site (i.e. within the academy boundary fence/secure line), during normal academy hours. It also has responsibility for the welfare of children during extracurricular activities which it has organised on and/or off site.

1.1.3. We will also comply with other legislative requirements, such as the Prevent duty and report concerns to appropriate bodies, local and nationally.

1.1.4. We will make reasonable adjustments to ensure equality of accessibility is optimised for staff, children and visitors.

1.1.5. We welcome visitors who support our vision and values which can be found on our website.

1.2. Who does this policy apply to?

1.2.1. This policy applies to everyone who works on, or visits our site, uses our site for external lettings reasons, or who works, at our request, off site with our children, for example:

1.2.1.1. All staff employed by the academy.

1.2.1.2. All external visitors entering the academy site during the academy day or for extracurricular activities (including peripatetic tutors, sports coaches, and topic related visitors e.g., authors, journalists).

1.2.1.3. All governors of the academy.

1.2.1.4. All parents/carers and volunteers.

1.2.1.5. All children.

1.2.1.6. Other education related personnel (advisors and inspectors).

1.2.1.7. Building, maintenance and independent contractors visiting the academy premises.

1.2.1.8. Independent contractors who may transport children, for example, school transport services, minibuses or in taxis.

1.2.1.9. Any other visitor or staff not covered in the above

1.3. Legal Context

1.3.1. We have used current legislation, advice and guidance in writing this policy.

1.3.2. The academy has a legal duty of care for the health, safety, security and wellbeing of all children and staff and expects all visitors to actively support, not only the policy requirements, but also to behave in accordance with the spirit of the policy.

1.3.3. The processing of personal data associated with visit will be processed to meet UK GDPR requirements as prescribed in OAT Records Retention Policy and OAT Freedom of Information and Data Protection Policy.

1.4. Who is responsible for this policy?

1.4.1. The co-principals Helen Dickenson and Emily Webster are responsible for implementation, coordination and review of this policy. They are responsible for liaising with the site and / or reception staff as well as the Designated Safeguarding Lead, as appropriate.

1.5. Reporting Concerns

1.5.1. All breaches of this procedure must be reported to the Co-Principals as quickly as possible and certainly within one working day. This is preferably done in person but where this is not possible, via their email addresses, tagged urgent.

1.5.2. Any concerns about a child's safety or well-being must be reported to the Designated Safeguarding Lead immediately (see key contacts table below).

1.6. Key contacts in our academy

Role	Name	Contacts
Co-Principals	Helen Dickenson	Helen.dickenson@thomaswolsleyoa.co.uk
	Emily Webster	Emily.webster@thomaswolsleyoa.co.uk
DSL	Helen Dickenson	Helen.dickenson@thomaswolsleyoa.co.uk
Operations Manager	Ian Lipman	Ian.lipman@thomaswolsleyoa.co.uk
Data Protection Lead	Emily Webster	Emily.webster@thomaswolsleyoa.co.uk

Health and Safety Lead	Ian Lipman	ian.lipman@thomaswolseyoa.co.uk
Site Manager	Sean Porter	s.porter@oeacademy.co.uk

1.7. Monitoring and review

1.7.1. We will review this policy every 2 years as part of the LGB or when:

- there are changes in legislation and / or government guidance
- other significant changes or events occur
- the policy is deemed to be ineffective

1.7.2. If there are urgent concerns about this policy, please raise them immediately with the Co-Principals to determine whether a review of the policy is required in advance of the review date.

1.7.3. If you have any non-urgent suggestions as to how we could improve this policy, or any of the associated procedures please contact the Co-Principals.

2. Academy visitor procedures

2.1. Arriving at the academy

We will ensure that there is clear signage directing visitors to our visitors' car park and main reception area.

2.1.1. On arrival visitors must:

- 2.1.1.1. Report to main reception area before moving around the site.
- 2.1.1.2. Only use the designated entrances which are clearly signposted.
- 2.1.1.3. Let the reception staff know who they are, the purpose of the visit and who their contact in the academy is
- 2.1.1.4. Make the academy aware of any relevant medical conditions or accessibility needs in order to enable the academy to make reasonable adjustments and ensure visitors are safe.
- 2.1.1.5. Have photographic identification, if applicable, ready to show to reception staff.

2.1.1.6. Follow the academy's procedures for signing in and out- which are

Signing In

Make themselves known to the receptionist, providing the name of the person they are to meet and the reason for meeting them

Sign in on Inventory

Read or refresh themselves of the Safeguarding leaflet and the TWOA Approach to Behaviour leaflet on the main reception desk before entering the academy

Comply with Safeguarding checks appropriate to the visitor (show professional ID if a professional and wait while Letter or Assurance or equivalent is checked, provide any additional information as requested where any queries arise)

Ensure the academy is made aware of any information that is necessary to keep the visitor safe, e.g. any special access requirements, (e.g. in the case of an emergency evacuation), any medical needs, (e.g. epilepsy)

Collect a red or green lanyard and wear this at all times around the building (along with professional ID where relevant)

NB Some regular DBS visitors, may also collect an access card on arrival

Signing out

Sign out on Inventory

Return the lanyard (and if given) the access card to Reception

If leaving after the Reception is closed, return the lanyard to the grey postbox to the right of Reception

- 2.1.1.7. The academy will take a record of the following- name, organisation (if relevant), person being visited, time of arrival, vehicle registration (if relevant). The academy may take a photo for the purposes of producing an identity badge. The academy may also ask for an email address and a phone number. This information will be kept in line with the academy retention policy.
- 2.1.1.8. In exceptional circumstances the academy may ask to see a DBS certificate. This is usually because there is not a 'letter of assurance' from an employer. The academy will NOT make a copy of your DBS or record any details from it.
- 2.1.1.9. As this is personal data, visitors can request that the DBS is viewed by the principal only.

- 2.1.1.10. The person checking the DBS will look for the water mark on the certificate and the workforce details. Pictures of DBS on a mobile device cannot be accepted.
- 2.1.1.11. If there are any disclosures on the DBS, the principal will discuss this with the DBS holder in order to risk assess their time on site.
- 2.1.1.12. The academy will carry out further checks where ID or checks are at variance with what is expected, e.g. if a professional has forgotten their ID, the academy is likely to contact their employer and request another form of official photographic ID such as a driving licence or passport.
- 2.1.1.13. The academy may ask for a contact phone number.
- 2.1.1.14. Visitors will be issued with, a visitors' identification badge or sticker. This must be worn so that it is visible, at all times and visitors should ask for another if it is lost or damaged. The academy asks visitors to wear any of their own identification tags/badges e.g., OAT Head Office staff, Ofsted Inspector, company badge etc.
- 2.1.1.15. The academy will give visitors information in the form of a leaflet covering how to keep themselves safe in school- ie emergency evacuation and lockdown procedures, who to contact if there are concerns about a child and the safeguarding procedures. The academy will also give you a leaflet 'TWOA Approach to Behaviour' which outlines what you should do if you encounter the sometimes, unpredictable behaviours of our children
- 2.1.1.16. The academy is a non-smoking area including vapes and e-cigarettes
- 2.1.1.17. Unless on the approved visitor list (see section 3.4 below) visitors will not be allowed to move around the site unaccompanied.
- 2.1.1.18. Responsibility for visitors lies with the individual academy contact for the visit.

2.2. Checking of ID

- 2.2.1. Photographic ID will be checked for professionals, volunteers, and other adults who will be working in the academy. Examples of accepted photo ID are company ID badge with name clearly shown, passport or driving licence.
- 2.2.2. For other adults visiting the academy ie parents, governors, identity may also need to be confirmed
- 2.2.3. We will not make a copy of a visitor's ID or record any details from it.
- 2.2.4. See Appendix 3 for the level of checks admission requirements, emergency evacuation groups and location of storage of personal data

2.3. Approved visitor list (DBS pre-checked)

- 2.3.1. The academy holds an approved visitor list for adults who are there in a professional capacity (including social workers, educational psychologists, physiotherapists, contractors etc).
- 2.3.2. To qualify for this list the visitor must have demonstrated, prior to the visit, that confirmation has been received from the employer that appropriate pre-employment vetting checks, in line with Keeping Children Safe in Education have been carried out. (Letter of assurance)
- 2.3.3. In these circumstances the academy does not need to ask to see a DBS certificate ((KCSIE 2023 para 301)
- 2.3.4. Photo ID will be checked.
- 2.3.5. Visitors on the approved list must follow the same procedures on entry and departure to the premises (i.e., come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept on Inventory under DBS Approved Visitors.
- 2.3.6. Visitors on this list may be identified with a green coloured lanyard or badge to identify them to academy staff as 'approved'.

2.4. Specific rules for certain types of visitor

Contractors

- 2.4.1. All contractors, or employees of contractors must have had the appropriate level of DBS check prior to working at the academy.
- 2.4.2. This will be confirmed in a letter of assurance from the contractor, preferably updated annually.
- 2.4.3. Contractors who are engaging in regulated activity will require an enhanced DBS check including children's barred list information (see KCSIE 2023 paras 289-294)
- 2.4.4. For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required.
- 2.4.5. Where a contractor is a self-employed and is therefore unable to obtain a DBS check themselves the principal will consider obtaining one on their behalf.
- 2.4.6. Where a letter of assurance has been obtained, the academy does not need to check a DBS certificate. ID will need to be checked, but copies will NOT be taken (as 2.2.3)
- 2.4.7. Under no circumstances will a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.

- 2.4.8. The principal will determine the appropriate level of supervision depending on the circumstances.
- 2.4.9. Insurance details of contractors will be checked prior to working within the academy.
- 2.4.10. Prior to work starting, the principal, or person delegated by the principal, will ensure that liaison with any contractor in respect to health and safety issues has taken place. For example, where the maintenance / works might affect children's normal use of the academy facilities.
- 2.4.11. The principal, or person delegated by the principal will ensure the contractor is informed as to where children will be working, walking etc. and when (If relevant).
- 2.4.12. In our academy responsibility for liaising with site contractors is delegated to Ian Lipman

Governors

- 2.4.13. All members of the governing body, will have an enhanced DBS and a Section 128 check as per our DBS Policy
- 2.4.14. Governors must wear an academy issued ID badge at all times.
- 2.4.15. Governors should sign in and out using the academy signing in system.
- 2.4.16. New governors will be made aware of the policy and familiar with its procedures as part of their induction with the Co-Principals
- 2.4.17. All governors' formal visits should have a clear focus and should, in some way, increase the knowledge and understanding of academy policies and processes. Visits should be arranged with a staff member in advance to make the most out of the time in the academy.
- 2.4.18. Following a governor visit, the governor must complete a governor visit form and submit this to the clerk to the governing body as a record of the visit and detailing any actions that are identified. This will be presented at the next governing body meeting.

OAT Employees

- 2.4.19. All Ormiston Academies Trust head office staff and Trustees are subject to the appropriate pre-employment vetting checks as required by KCSIE and are on the OAT single central record.
- 2.4.20. Staff from other academies are also on the Trust single central record and have had appropriate pre-employment vetting checks.

- 2.4.21. There is no requirement to check the DBS of OAT staff – either head office or academy based staff.
- 2.4.22. Photo identity should always be checked for any member of OAT via their OAT ID badge.
- 2.4.23. If OAT ID is not available, assurances can be made by the principal or through OAT HR.

Visitors working with children

- 2.4.24. Visitors to classes for specific purposes of contributing to high quality learning are encouraged and welcomed. These visits are by appointment only.
- 2.4.25. Staff members arranging visitors to the academy should collate all the above required information and pass this on to the academy office for the Co-Principal's authorization. For new visitors, members of staff arranging visits must discuss the visit with one of the Co-Principals in person as part of the arrangements of the visit.
- 2.4.26. In arranging visits, staff should consult with the Co-Principals prior to finalising arrangements.
- 2.4.27. The Co-Principals must grant permission for any visitor, to work with children or within a classroom, before the activity can commence.
- 2.4.28. Agreement will be made prior to the visit regarding, learning objectives, timings, resources, approaches, dealing with issues and feedback etc (add in here any academy specific paperwork/procedures)

Visitors on work experience or volunteering

2.4.29 Students and volunteers are encouraged to apply for a one-day, short or long-term placement at Thomas Wolsey Ormiston Academy

2.4.30 All applicants are required to undertake the Safer Recruitment checks appropriate to their age and the nature of the work that they will carry out. A comprehensive list of the different categories of placement and the Safer Recruitment checks necessary can be found in Appendix 4 of this policy.

2.4.31 Amanda Jebb, (amanda.jebb@thomaswolseyoa.co.uk) is responsible for coordinating all education-based, school-endorsed placements for children under the age of 16 and all school, college or university-endorsed work experience placements for students over the age of 16.

2.4.32 Amanda Jebb, (amanda.jebb@thomaswolseyoa.co.uk) is responsible for:

2.4.32.1 Good communication between the academy and the endorsing institution before, during and after placement

2.4.32.2 Triaging Safer Recruitment checks, referring on any requiring verification by academy staff trained in Safer Recruitment

2.4.32.3 Thoughtfully-considered placement of any student in classes to ensure volunteers and students are well-matched for maximum benefit to all parties and not detrimental to the education and well-being of the academy's pupils and staff

2.4.32.4 Ensuring all students/volunteers are properly briefed on the relevant policies and procedures

2.4.32.5 Ensuring any risks outlined in the academy's risks assessment pertaining to the placement of volunteers and students on work experience placements are enforced

2.4.32.6 Initiating regular 'check-ins' with students and any supporting academy staff for both well-being and competency

2.4.32.7 Referring on any concerns to the Co-Principal and the endorsing school

2.4.33 The endorsing school, college or university is responsible for:

2.4.33.1 Ensuring good communication between themselves and the academy before, during and after placement

2.4.33.2 Verifying the suitability of the candidate for the placement

2.4.33.3 Ensuring any 3rd party checks they are responsible for carrying out are done so accurately and thoroughly

2.4.33.4 Establishing and communicating clear learning objectives for any placement undertaken

2.4.33.5 Ensuring any monitoring visits are arranged prior to any visit

2.4.34 The student or volunteer on work experience is responsible for:

2.4.34.1 Ensuring they comply with all Safer Recruitment processes prior to starting any placement

2.4.34.2 Conducting themselves in a professional manner at all times and adhering to the rules outlined in the Guidance Notes for Volunteers and Students on Work Experience

2.4.34.3 Referring on any concerns or worries that they have at the earliest opportunity to Amanda Jebb or Emily Webster or, where they are unavailable, to another member of the senior leadership team.

2.4.34.4 Embracing the opportunity and reflecting on their experience

2.4.34 The Co-Principal (emily.webster@thomaswolseyoa.co.uk and in her absence helen.dickenson@thomaswolseyoa.co.uk) is responsible for coordinating all education-based, non-school-, college- or university-endorsed volunteer or work experience placements and ensuring that academy processes are being adhered to by the NHS leads responsible for NHS college- and university-endorsed student placements taking place in the academy

2.4.35 The Co-Principal will coordinate with Amanda Jebb and other senior leaders to ensure that any volunteers or students on work experience are placed to the maximum benefit of everyone concerned

2.4.36 Both co-principals reserve the right to refuse any placement or end it at any time

2.4.37 Any volunteer or student undertaking a placement is to adhere to the academy's Equality Policy. We do not tolerate discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, sexual orientation as part of the Equality Act 2010. We also do not allow social and financial status to be discriminated against. All volunteers and students undertaking a placement with us are required to make a commitment to this policy and treat everyone with respect at all times.

3. Visiting Speakers

- 3.1. Thomas Wolsey Ormiston Academy believes in encouraging the use of visiting speakers and external agencies to enrich the learning experience of its children.
- 3.2. We will seek assurance from visiting speakers that they will not contradict the ethos of the academy or conflict with the legal framework outlined in the Prevent duty or other relevant legislation.
- 3.3. Thomas Wolsey Ormiston Academy fully supports the British Value of freedom of speech and will endeavour to provide children with a balanced view of events, ideas and beliefs.

3.4. Approved Speakers list

- 3.4.1. The Co-Principals must agree to any visiting speakers to ensure they uphold the academy values.
- 3.4.2. To qualify for this list the visitor must have demonstrated and agreed, prior to the visit, that:
 - 3.4.2.1. Any messages communicated to children support British values.
 - 3.4.2.2. Any messages communicated to children do not seek to glorify criminal activity or violent extremism.

- 3.4.2.3. The group or person is not attempting to narrow the views of children through extreme or narrow views of faith, religion, culture or ideology.
- 3.4.2.4. Any supportive materials such as Powerpoints, handouts or transcripts of speeches are available for review prior to the visit.
- 3.4.2.5. Permission is given for the speech/talk to be recorded by the academy if necessary.
- 3.4.2.6. Any recording or video will ensure children cannot be identified and will not be made public by the speaker without agreement from the child and the academy.
- 3.4.2.7. Before the visit, a full risk assessment will be carried out and submitted to the Co-Principals and which may be sent out to the visiting speaker in advance of their visit.

4. The Prevent Duty

4.1. The “Prevent” statutory guidance requires academies to have clear protocols for ensuring that any visiting speakers, whether invited by staff or children, are suitable and appropriately supervised. These are outlined in sections above.

4.2. In addition:

- Due diligence will be carried out on the person and organisation to establish whether they have demonstrated extreme views/actions
- Visiting speakers will be accompanied at all times and not left unsupervised with children at any point.

4.3. Upholding academy ethos and values

Thomas Wolsey Ormiston Academy

- 4.3.1. does not tolerate any person who intentionally or unintentionally demeans individuals and groups defined by their ethnicity, race, religion, sexuality, gender, disability, age or lawful working practices.
- 4.3.2. does not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear, harassment, intimidation or violence.
- 4.3.3. does not accept the use of offensive or intolerant language by guest speakers.
- 4.3.4. values freedom of speech and opinion, but recognises that, in the interest of the whole learning community, this must exist within formal guidelines.

- 4.3.5. recognises that extremism and exposure to extremist beliefs places the well-being of children at risk and can also lead to poorer outcomes.
- 4.3.6. is aware that children may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff have been trained to deal with these instances appropriately and proportionally.
- 4.3.7. is a safe space where children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideologies.
- 4.3.8. believes that the best way to combat extremism and intolerance is to empower children to challenge these views in an active and constructive manner.

4.4. Determining the suitability of a speaker/material

- 4.4.1. Other than safeguarding and Prevent Duty issues, there are a number of other factors that are considered when evaluating the suitability of a guest speaker or external group. The academy will be the final arbiter on suitability.
- 4.4.2. The academy will consider whether or not:
 - 4.4.2.1. The visit will add value to the children's learning experiences.
 - 4.4.2.2. The speaker or group has the expertise in the subject they are delivering.
 - 4.4.2.3. The planned activities meet health and safety guidelines.
 - 4.4.2.4. Relevant references have been provided and checked.
 - 4.4.2.5. The material/subject matter is age appropriate.
 - 4.4.2.6. The material/subject matter offers a balanced presentation of opposing views. This is applicable when a guest speaker is expressing overtly political or partisan views

4.5 Preparing for a visiting speaker

- 4.5.1. It is important that children are prepared well before a visiting speaker arrives, particularly if the topic is a sensitive one or one which may be distressing for a child i.e. a hard-hitting road safety or fire safety presentation. Each child has a different lived experience and we will be sensitive to the emotional health and well-being of our children
 - 4.5.1.1. Parents/carers will be notified of visiting speakers and the purpose and content of their talk beforehand

- 4.5.1.2. Pastoral staff will identify any child they think may find a presentation upsetting or traumatic and put appropriate measures in place – this may include preparation before the talk, option to withdraw from the talk, or support post talk

4.6 During the visit

- 4.6.1. The organiser or a leading member of staff will be present during the speech or group activity, to oversee that the relevant guidelines are followed and will intervene if they feel guidelines are being breached.
- 4.6.2. Staff will be particularly vigilant to any signs of distress from any child

5. External Agencies- unplanned visits

- 5.1. All agencies are required to work together to safeguard children. There may be a rare occasion where an external agency, such as the police, LA children's services, health services etc. will need to make an unplanned visit to the academy in relation to one, or more, of our children. e.g., police investigating a serious crime, social worker investigating abuse. Wherever possible, agencies are requested to give as much notice as possible before they arrive.
- 5.2. Whilst we will meet our duties to cooperate with such agencies, we are also conscious of our obligation to protect the rights and welfare of our children at all times. We will keep the best interests of the child at the forefront of any decisions and support the privacy, confidentiality and emotional health and well-being of the child.
- 5.3. In order to feel supported and safe, we will ensure that a child has access to a responsible adult, preferably one of their own choosing in any interview.
- 5.4. Where a child has additional needs such as EAL or SEND those factors will be taken into account and reasonable adjustments made.

5.5. Parental Consent

- 5.5.1. In most cases, the visiting agent will seek the consent of parents to contact the academy before doing so; however, where there are serious concerns about the safety of a child, it may be necessary for the visiting agent to make contact without parental permission.
- 5.5.2. Where the parents have consented to the visit, and wish to be present, but have not yet arrived. The visiting agent will need to wait a reasonable length of time for them.
- 5.5.3. If the parent is not present, the visiting agent will inform the child that, if requested, the Principal/DSL/SLT may remain in the room with the visiting agent and the child to witness the questioning. The child should be given the opportunity to request which adult

they would prefer to accompany them in the interview wherever possible. The adult should ensure notes are taken and recorded on CPOMs.

5.6. Recording the visit

5.6.1. Visits by an external agency will be recorded in CPOMs.

5.7. Handling confidential information

5.7.1. Information in relation to a child will be shared with external agencies, such as the police, if it enables them to undertake their duties.

5.7.2. The academy will make a signed and dated record of what was supplied.

5.7.3. The Data Protection Act 1998 is not a barrier to sharing information where failure to do so would result in a child being placed at risk of harm.

5.7.4. Decisions to share information will be recorded, citing what was shared and with who.

5.7.5. Any information that we receive from other agencies in relation to one of our children will be handled in accordance with data protection legislation, and kept only for as long as is necessary, in line with the academy's retention policy.

6. Unknown / uninvited visitors to the academy

6.1. Individuals who would like to visit Thomas Wolsey Ormiston Academy but are not in contact with a member of staff regarding this, should arrange their visit through the academy office, who can be contacted at office@thomaswolseyoa.co.uk

6.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to, where applicable.

6.3. Visitors who arrive at the academy without a prior appointment may be permitted to meet with the principal/ other staff members where these members of the academy staff are available and happy to do so. The visitor must not be allowed into the academy without the supervision of a member of staff.

6.4. Any visitor to the academy site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on site. All staff members have the responsibility to ensure that this policy is adhered to by all visitors.

6.5. Unidentified visitors should be asked to make their visitors badge / official ID visible. If they do not have one, they should be escorted to reception to sign the visitors' book and be issued with an identity badge, by the member of staff who spotted the error. Once the visitors' appointment and

purpose of visit has been confirmed by the appropriate member of staff, the visitor entry procedures will then apply.

6.6. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the principal or a member of the SLT should be informed promptly. The Principal / SLT member will assess the situation and decide what proportionate action to take.

6.7. Where possible and appropriate, ie where a known parent/carer has not complied, the principal will follow up the incident by phone and in writing.

6.8. Lockdown procedures

6.8.1. If a visitor presents a danger to children/staff, then it may be necessary to institute lockdown procedures as follows:

A code red will be announced over the radio

All pupils and staff must return to their class bases, (or other bases for non-educational teams) and remain there quietly and calmly until the all clear is given over the radio (code green)

A code red message will be delivered to other teams who do not have radios via the main office and use of telephones

The finance manager's office will become the incident room to coordinate the response with outside agencies

Two radios are kept in Emily Webster's office. One of these will then become the emergency response radio and turned to channel 2. Helen Dickenson will switch her phone to channel 2 so communication can be made without causing unnecessary alarm to pupils and staff.

7. Emergency procedures for visitors

7.1. In the unlikely event of the need to evacuate the building or lock the building down, the following procedures will happen

The alarm will sound

All pupils, staff and visitors to vacate the building immediately using their nearest exit and congregate on the MUGA. On no account must visitors go back into the building.

Visitors will congregate outside of the MUGA under the visitors sign and respond to the roll call carried out by the Office Team.

Visitors who are with the swimmers will congregate with the swimming instructor on the grass area outside the swimming pool and complete the roll call from here over the radio.

Visitors who are in the Hive should still make their way to the MUGA where possible exiting out of the Hive and the gate at the bottom of the lawn if the door is open. However, if a large number of visitors are attending an event in the Hive, it may be safer to exit the Hive and move towards the rear of the lawn and complete the roll call from here over the radio.

Once the roll call is complete, everyone is accounted for and the building has been declared safe to return into, visitors may return on the instructions of the staff coordinating the roll call. Visitors must reunite with the staff or team they were with on leaving the MUGA or make themselves known to one of the Fire Wardens coordinating the roll call if they have become separated.

Exceptions

7.1.1. Parents/caregivers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' academy activities must sign in but this is likely to be a paper register for large events.

7.1.2. Anyone attending academy events should keep to the areas of the academy grounds where the events are taking place (for example the sports field, hall etc.).

8. Complaints

8.1. All complaints are dealt with under the academy complaints policy.

8.2. Complaints should be made in writing and will follow the academy complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

8.3. The outcome of the complaint will be communicated as set out in the academy complaint policy.

Appendix 1

Exemplar Checklist for an External Speaker

Thomas Wolsey Ormiston Academy checklist external speaker / guest.

Proposal: Complete and submit to Helen Dickenson or Emily Webster prior to confirming speaker				
Organiser's Name (ACB staff member)		Guest Speaker's Name		
Session Title		Date of Session		
Aim of the session (plus year groups involved)		Intended content and outcomes of session		
Name and Address of organisation represented by guest speaker:		Name and Address of Organisation Confirmed		
Resources to be used by guest speaker (to be requested in advance):		Date resources to be received:		
Approval of speaker to be signed off by SLT: Signature:				Date:

If not signed: concerns raised for further consideration (e.g. reference request/DBS check):					
Return to:					
Resource Check: to be completed by organiser prior to speaker's visit. Once complete please forward to Helen Dickenson or Emily Webster for file.					
Date resources to be received:	Date:	Contents checked and suitable	Yes	No	If NO is ticked, you must inform a member of SLT prior to the visit.
If no, actions taken:					
Name of (at least one) member of staff who will meet the speaker and be present throughout visit:					
PLEASE NOTE: IN THE EVENT OF YOUR ABSENCE, PLEASE ENSURE HELEN DICKENSON OR EMILY WEBSTER IS INFORMED OF ANOTHER PERSON WHO CAN ACT IN YOUR ABSENCE.					

Appendix 2

Exemplar Approved Speakers List

Name of speaker	Organisation	Area of expertise	Researched by/ Checked by	Agreement to uphold school values and conditions of speaking received	Approved by Date

Appendix 3

Admission requirements, emergency evacuation groups and location of storage of personal data

Single Central Record - Every	Inventry	Fire printout	ID needed on entry	Lanyard allocated
(Do not go on SCR)	Students (i.e. our pupils)	One Drive registers	n/a	Sticker on exit
Employees	Staff	Signed-in staff	TWOA photo badge	Blue
Agency staff Breakthrough	DBS Regular visitors	Signed-in staff	Vetting summary photo in folder on OneDrive NB KCSIE 2025 Update - Agency staff must now show the original copy of their DBS. The date this was viewed must now be recorded on the SCR.	Green If very regular, an access card can be issued which is collected and deposited on entry and exit
Regular OAT visitors, e.g. Educational Driector (Do not go on SCR)	DBS Regular visitors	DBS Regular visitor	OAT photo ID (DBS no. is displayed)	Green

(OAT Central teams data is held on a separate SCR. This password protected document can be viewed on request, e.g. in the event of an OFSTED inspection, but it must NOT be stored within the academy) the ED will provide access to this if required).				
Infrequent OAT visitors, e.g. A visiting teacher or principal (Do not go on SCR)	Visitor	Visitor	OAT photo ID (DBS no. is displayed)	Green Although not to be left with complex needs children
PTA without DBS Parents Other professionals on one-off visits (Do not go on SCR)	Visitors	Visitor	Verification from relevant TWOA for purpose of visit If a professional visitor – official photo ID. Schools should NOT request to see the visitor's DBS	Red Visitors must remain accompanied for the duration of their visit
Governors (with the exception of staff Governors)	DBS Regular visitors	DBS Regular visitors	Check photo on website if not known to Receptionist	Green (Governor) Although not to be left with complex needs children
Contractors (Safeguarding partners)	DBS Regular visitors	Signed-in staff	Generic 'Safeguarding partner' Letter of	

			assurance on wall or in OneDrive + Needs to be updated annually	
Intervenors SPLSAs			SCC photo ID	SCC SCC
Approved Visitors (Safeguarding partners) (Do not go on SCR)	DBS Regular visitors	DBS Regular visitors	Generic ‘Safeguarding partner’ Letter of assurance on wall or in OneDrive + Needs to be updated annually	
Social workers				
Police			SCC photo ID	SCC
SCARC			Police photo ID	Police
Physios			SCC photo ID	NHS
OTs			NHS photo ID	NHS
SALT			NHS photo ID	NHS
LD nursing team			NHS photo ID	NHS
Vaccination nurses			NHS photo ID	NHS
Community nurses			NHS photo ID	NHS
Specialist school nurses			NHS photo ID	NHS
Paediatricians			NHS photo ID	NHS
Dieticians				NHS
NHS Wheelchair services			NHS photo ID	NHS
			NHS photo ID	NHS

			NHS photo ID	NHS
Contractors Other professionals on short term contracts, e.g. creatives, sport instructors Private therapists Music therapists	DBS Regular visitors	DBS Regular visitors	Letter of assurance + Company photo ID Company photo ID SMTS photo ID	Green and/or Company Company Company
Contractors (pupil-based activity) e.g. Rosscare Tempest Medequip	DBS Regular visitors	DBS Regular visitors	Letter of assurance Company photo ID	Green
Contractors (site-based activity) e.g. SR Calver MB Technical Solutions	Visitor	Visitor	Letter of assurance Company photo ID May need verification from Ian or site team re DBS status & letter of assurance if unknown	Green or red will depend Site-based contractors will need an enhanced DBS and a barred list check if in regulated activity. Some contractors may meet the threshold for regulated activity if they are frequent visitors to the academy when children are on site, (3 days in a 30 day period).

				Regardless of the fact that their work is not pupil-facing, this qualifies them for a barred list check. Less frequent visitors require only an enhanced DBS check. The assumption is that contractors awarded schools contracts will automatically have enhanced DBS due to the practicality of potentially needing to go in and out of schools all the time, (i.e. will not be able to guarantee that there will be no children on site)
Students (whether education or NHS) <i>(Do not go on SCR)</i>	DBS Regular visitors	DBS Regular visitors	Letter of assurance + Uni/school photo card	Green Although not to be left with complex needs children
Volunteers PTA with DBS Other volunteers	DBS Regular visitors	DBS Regular visitors	School verified photo document on wall or in OneDrive	Green Although not to be left with complex needs children

Appendix 4

Categories of Volunteer and Work Experience Students and Safer Recruitment Checks Required

Category	Safer recruitment checks – Students or Volunteers	Safer recruitment checks – Endorsing Organisation (includes TWOA)	Notes
One day placement, e.g. undergraduate alternative placement or visiting professional teacher	- Professional photographic ID MUST be shown on arrival - The original DBS must be seen by the Principals if there are any disclosures for them to risk assess whether the visitor can come into school - Safeguarding Leaflet - Behaviour Approach Leaflet - Post-Placement Evaluation Form	- TWOA/OAT LOA or college/uni equivalent to confirm that all third party checks have been carried out in line with KCSIE 2025 must have been provided by the college or university* (where the teacher is in post elsewhere these checks will already have been carried out) - TWOA/OAT Visitors Policy	Green lanyard issued if all checks are verified however for everyone's safety visitors should be left unsupervised for comfort breaks only and never given sole care of children Must remain on red lanyard and be fully accompanied if there are any checks missing *3rd party checks must include as relevant:

			Please speak to EW if the endorsing organisation has any queries around which ones are relevant Enhanced DBS & Barred List check 2 refs in line with KCSIE Right to work in the UK Confirmation of medical & physical fitness to work Further checks if lived or worked abroad Verification of professional quals Prohibition order check (teachers) Childcare disqualification check (under 8s) Have read KCSIE Part 1 of current year See OAT LOA 6. Contractors & Service Providers
School-endorsed work experience placement / regular volunteer placement – under 16	• TWOA Initial Questionnaire for School-Endorsed Volunteers or Students on Work Experience • TWOA School or College-Endorsed Placement Registration Form • TWOA Signed and dated Guidance Notes for Volunteers and Students on Work Experience Placements • TWOA Safeguarding Leaflet • TWOA Behaviour Approach Leaflet	• TWOA Suitability for Placement and Supporting Statement Form • TWOA/OAT Visitors Policy • TWOA Volunteer and Student on Work Experience Placement Risk Assessment • TWOA Current year insurance liability certificates	Red lanyard and must be accompanied at all times DBS not issued for under 16

	• TWOA Induction Meeting for Volunteers and Students on Work Experience Placements • TWOA Safeguarding induction with DSL (depending on level of safeguarding training indicated on Initial Questionnaire) • TWOA Post-Placement Evaluation Form		
School or college-endorsed work experience / regular volunteer placement – post 16	• TWOA Initial Questionnaire for School-Endorsed Volunteers or Students on Work Experience Placements • TWOA School or College-Endorsed Placement Registration Form • TWOA Signed and dated Guidance Notes for Volunteers and Students on Work • TWOA Safeguarding Leaflet • TWOA Behaviour Approach Leaflet	• TWOA Suitability for Placement and Supporting Statement Form • TWOA/OAT LOA or college equivalent to confirm that all third party checks have been carried out in line with KCSIE 2025 must have been provided by the college or university* • TWOA/ OAT Visitors Policy • TWOA Volunteer and Student on Work Experience Placement Risk Assessment	Green lanyard may be issued if all checks are verified however for everyone's safety students should be left unsupervised for comfort breaks only and never given sole care of children Must remain on red lanyard and be fully accompanied if there are any checks missing Students on school or college-endorsed work experience

	• TWOA Induction Meeting for Volunteers and Students on Work Experience Placements • TWOA Safeguarding induction with DSL (depending on level of safeguarding training indicated on Initial Questionnaire) • TWOA Post-Placement Evaluation Form	• TWOA Current year insurance liability certificates	placements of a couple of weeks will NOT be added to the Single Central Record and instead will be added to the Approved Visitor list. At TWOA the AVL is Inventory. A student who has an extended placement and starts to carry out duties closer to a volunteer WILL be added to the Single Central Record and treated in the same way as a non-school or college-endorsed volunteer (see below) *3rd party checks must include as relevant: <i>Please speak to EW if the endorsing organisation has any queries around which ones are relevant</i> Enhanced DBS & Barred List check 2 refs in line with KCSIE Right to work in the UK Confirmation of medical & physical fitness to work Further checks if lived or worked abroad Verification of professional quals
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			Prohibition order check (teachers) Childcare disqualification check (under 8s) Have read KCSIE Part 1 of current year See OAT LOA 6. Contractors & Service Providers
Non-school or college-endorsed volunteer / work experience placement	• OAT Application form for Volunteers • ID originals to be verified and uploaded for Enhanced DBS with Barred List Check* • 2 references (from names identified on application form) • Any overseas checks where applicable • Informal face-to-face interview • Safeguarding forms for volunteer (staff-issue): emergency contacts, allergies and illnesses, car registration details • TWOA Signed and dated Guidance Notes for Volunteers and Students on Work • TWOA Safeguarding Leaflet • TWOA Behaviour Approach Leaflet	• Volunteers Risk Assessment to be carried out by TWOA • Annual declaration (staff-issue) if volunteer on placement spanning the academic year	Green lanyard may be issued if all checks are verified however for everyone's safety volunteers and students should be left unsupervised for comfort breaks only and never given sole care of children Must remain on red lanyard and be fully accompanied if there are any checks missing Volunteers and students on non-school or college-endorsed volunteer / work experience placements WILL be added to the Single Central Record as volunteers. They will be added to Inventory as DBS regular visitors.

	• TWOA Induction Meeting for Volunteers and Students on Work Experience Placements • TWOA Safeguarding induction with DSL (depending on level of safeguarding understanding indicated in interview) • Signpost to KCSIE, Whistleblowing policy, Safeguarding and Child Protection Policy, Staff Code of Conduct • Basic Moving and Handling Training where deemed appropriate • TWOA Post-Placement Evaluation Form *Where the volunteer remains supervised, a Barred List check cannot be carried out however given the nature of the setting and the possibility that a volunteer may be left on their own in an emergency at any point, a Barred List check will be usually requested alongside the enhanced DBS		A 'blue' paper file will be kept securely with 'red' staff files by HR with details of the checks carried out as part of the Safer Recruitment process or any other correspondence relating to the individual pertinent to their placement at the academy
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	Volunteers to the academy site not requiring an Enhanced DBS are unusual but may sometimes occur – e.g. volunteers engaged in site maintenance during the summer holiday where there are no children about		
Parent / carer volunteers	• ID originals to be verified and uploaded for Enhanced DBS with Barred List Check* • Safeguarding forms for volunteer (staff-issue): emergency contacts, allergies and illnesses, car registration details • TWOA Signed and dated Guidance Notes for Volunteers and Students on Work • TWOA Safeguarding Leaflet • TWOA Behaviour Approach Leaflet • Basic Moving and Handling Training where deemed appropriate	• Volunteers Risk Assessment may be carried out by TWOA • Annual declaration (staff-issue) if volunteer on placement spanning the academic year	Green lanyard may be issued if all checks are verified however for everyone's safety volunteers and students should be left unsupervised for comfort breaks only and never given sole care of children Must remain on red lanyard and be fully accompanied if there are any checks missing NB Volunteer parents will wear a red lanyard when visiting for their child, e.g. an annual review and a green lanyard (or if preferred a red and green lanyard) when carrying out academy business. This signals to everyone the nature of the visit – i.e.

			not to be asked about academy business if at the academy for their child
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