

Ormiston Maritime Academy

Adult Visitor policy

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Policy Version Control

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1 Introduction

- 1.1 Ormiston Maritime Academy understands that good levels of behaviour should be employed by all individuals within the school community and, as a result, the school endeavours to make the environment a place where adults model the behaviour taught to, and expected of, pupils.
- 1.2 The Academy has created this policy in order to outline the behaviour expected of adult visitors, including parents/carers, as well as the procedures in place for dealing with any incidents of unacceptable behaviour.
- 1.3 The Academy will ensure that there is a clear protocol and procedure for the admittance of external visitors to the Academy which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.
- 1.4 In performing this duty, the Academy recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Academy therefore requires that all visitors, without exception, comply with this policy and academy procedures. Failure to do so may result in the visitor's escorted departure from the Academy site.
- 1.5 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 that visitors themselves can benefit from contact with students and staff. The purpose of this policy is to help our Academy use visitors from the wider community to provide relevant and high quality services directly to students or in support of students, appropriately and safely.

NB. All references to 'adult(s)' in this policy include parents/carers, visitors, volunteers and others who may visit or work within the Academy from time to time but who are not directly employed by OMA.

Equality and Diversity : All policies are intended to ensure that no-one is treated in any way less favourably on the grounds of race, colour, national or ethnic or social origin, race, disability, gender, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, age, religion / belief or political / other personal beliefs.

2 Legal framework

- 2.1 The Academy 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 the Academy to ensure that this duty is uncompromised at all times.
- 2.2 This policy has due regard to statutory legislation, including, but not limited to, the following :
 - Education Act 1996

2.3 This policy also has due regard to guidance, including, but not limited to, the following :

- DfE (2012) 'Advice on school security: Access to, and barring of individuals from, school premises'
- DfE (2016) 'Best Practice Advice for School Complaints Procedures 2016'

3 Access to premises

3.1 The Academy will ensure that all required procedures are adhered to / completed and all relevant forms and agreements are in place before a visitor's activity or programme commences. This will allow visits to be of the greatest benefit to the Academy, its students and visitors whilst maintaining the Academy's child protection and safeguarding practices.

3.3 All visitors to the Academy must have had the relevant security checks (DBS) as advised by the Academy.

3.4 These procedures apply to all visitors including those on the approved visitor list, governors and other volunteers.

3.5 The Academy welcomes feedback from visitors either orally or written.

3.6 The Academy recognises that adults have an implied licence to come on to the Academy site. The only times adults shall access our premises are :

- At the beginning of the Academy day.
- At the end of the Academy day.
- By appointment or invitation

3.7 As the Academy is classed as private property, any adult who breaches these access limitations is deemed to be trespassing. Trespassing is a civil offence and may require the Academy to take legal action if persistent.

3.8 Section 547 of The Education Act 1996 makes it clear that it is a criminal offence for a person who is on Academy premises without lawful authority to cause or permit a nuisance or disturbance; therefore, academies also have the power to take action in these cases.¹

3.9 The Academy may decide that certain behaviour conducted by adults, such as inappropriate language and aggressive or insulting behaviour, could pose a risk to pupils and staff and, as a result, may bar the individual from the property.

4 Departure from the Academy

4.1 On departing the Academy, visitors must leave via reception. The visitor must:

- Enter their departure time in the visitors record book alongside their arrival entry

- Return the identification badge to reception

4.2 A staff member should escort the visitor to the reception / exit to ensure that the visitor does not re-enter the Academy site, (potentially breaching security). This is also necessary for the purposes of a fire drill / emergency.

5 Approved visitor list

5.1 The Academy hold an approved visitor list for visitors who frequently visit the Academy site to undertake work within the Academy (including contractors and supply staff).

5.2 To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear DBS check and a copy of this has been registered on the Academy's central record – the type of DBS check required will depend on the nature of the visit and in accordance with the Academy's general procedures for DBS checks
- Confirmation that the visitor is employed by the company for which services will be provided from (if applicable) i.e. employee ID or confirmation on the name of the individual who will be on the Academy site

5.3 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 behind reception at all times.

6 Specific rules for certain types of visitors

6.1 Contractors

6.1.1 Insurance details of contractors must be checked prior to working within the Academy – Contractors employed directly by the Academy and those on the Ormiston Trusted Traders (OTT) list have the necessary insurance cover to work in the Academy.

6.1.2 The Principal / member of the senior leadership team (SLT) must liaise with any contractor with regard to health and safety issues, for example, where the maintenance / works might affect students' normal use of the Academy facilities. The Principal / SLT member will inform the contractor where students will be working, walking etc. and when (if relevant).

6.2 Governors

6.2.1 All members of the governing body, with the exception of the Principal and staff Governors, will have a DBS check undertaken per term of office. A Governor's term can be up to a maximum of three years, if the Governor is appointed / elected for a further term then a new DBS check will be undertaken for the subsequent term. With regards to the Principal and staff governors, their DBS checks will be conducted in line with the Academy procedures for staff DBS checks.

- 6.2.2 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.
- 6.2.3 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.
- 6.3 *Visitors working with students*
- 6.3.1 Visitors to classes for specific purposes of contribution to topics are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Principal prior to finalising arrangements, the principal must grant permission of any visitor who will be working with students or within the classroom before the activity can commence. Teachers should try to ensure that the visit causes minimum class and Academy disruption.
- 6.3.2 A visitor's contribution must enhance the overall education experience for the students. It must add a dimension, which the teacher alone cannot provide.
- 6.3.3 Whilst visitors can bring a wealth of skills and expertise to the Academy setting, it should be recognised that they may have no formal training in classroom management and teaching and learning strategies therefore visitors should not be left alone to work with students. The teacher and visitors need to share the experience in order to provide appropriate planning, deal with any issues that arise during the session(s) and as a result of the session(s).
- 7.3.4 The teacher must provide the visitor with any necessary information prior to the visit to ensure that the session(s) is as valuable for the students as possible and to make sure that the purpose of the visit remains focused. This may include, but not limited to, informing the visitor of the lesson plan, students previous knowledge or experience on the subject, the age, number of students and the aims / objectives of the visit.
- 6.3.5 Visitors need to provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials.
- 6.3.6 When working in a classroom situation, visitors are bound by relevant Academy policies. Visitors should be made aware of any that will affect them. Privacy should be protected and inappropriate personal disclosures should be discouraged, by negotiating ground rules and using distancing techniques. The Academy's procedures for DBS checks must be followed and if one is required then this must be provided to the Academy at least 48 hours before the visitor is expected on site.
- 6.3.7 The suitability of all visitors invited into the Academy to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the Academy in future.

7 Expected behaviour

7.1 The Academy expects adults to show respect and concern for the academy community by :

- Supporting the ethos of the Academy by setting a good example in their speech and behaviour towards all pupils, staff members and other adults.
- Working with staff members to resolve any issues of concern, including clarifying specific events in order to bring about a positive solution.
- Correcting their child's behaviour appropriately, particularly on the Academy grounds where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Respecting the Academy environment by keeping it clean and tidy.
- Following parking rules, as well as rules for delivering or collecting pupils from school.

7.2 In light of the above, when on the Academy premises, adults will not :

- Discriminate against any individual, whether a staff member, student or another adult, on the basis of their age, race, ethnicity, religion, belief, attainment, disability, gender or background.
- Engage in inappropriate conversations with pupils; adults should raise any concerns about students' choice of conversations with them to the Principal or member of the Senior Leadership Team immediately.
- Engage in conversations with others about pupils, staff members or other adults within the school community.
- Engage in conversations with others to discuss personal issues regarding their child's education, if their child attends the school.
- Discuss any issues of a confidential matter outside of the Academy, or to anyone whom it does not concern within the school.

8 Inappropriate behaviour

8.1 The Academy takes instances of inappropriate behaviour very seriously and will not tolerate any circumstances which may make pupils or members of staff feel threatened. A perceived threat, or any action which makes another individual feel threatened, can be enough to bar the adult from the premises.

8.2 The following are examples of inappropriate behaviour which may result in sanctions being issued against the individual :

- Trespassing on Academy property without prior permission
- Causing intentional damage to Academy property
- Breaching the Academy's security procedures
- Verbal abuse : swearing, talking in an aggressive manner, using offensive language or raising their voice at another individual
- Making racist or sexual comments
- Using aggressive hand gestures : raising fists and fingers
- Physical violence : hitting, slapping, punching, kicking and pushing

- Physically intimidating an individual such as by standing in very close proximity to him/her
- Partaking in overly unnecessary physical contact with an individual
- Writing or emailing abusive comments regarding an individual, including on social media
- Psychological harassment : displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem. This can be conducted through repeated instances of any of the above

NB This list is not exhaustive and displays only common examples of unacceptable behaviour. The Academy recognises there may be other examples of insulting behaviour which cause harm to an individual and these will be dealt with following the process outlined in this policy.

9 Social media, email and mobile telephone use

- 9.1 Members of staff will not communicate with students via social media or allow themselves to be accepted as 'friends' by them. Members of staff may only use their Academy email account to communicate with students via email, and must confine their communications only to matters directly relating to their role as teachers or form tutors. Members of staff should copy their immediate line manager in to any email communication that may be of a sensitive nature.
- 9.2 Adults will not attempt to 'friend' or otherwise contact members of staff through social media. If such contact is made, it will be reported to the Principal for action.
- 9.3 Members of staff should take reasonable precautions to ensure that personal information is kept private – for example, by setting privacy settings to 'private'.
- 9.4 Members of staff and other adults must not place material on social networking sites or similar that might reasonably be expected to damage their own professional standing or directly or indirectly to occasion reputational damage to the Academy, OAT or any person who works within or who attends any OAT academy.
- 9.5 Members of staff and other adults will not post anonymously or under an alias to evade the guidance given in this policy.
- 9.6 Members of staff and other adults must advise the Principal in a timely manner if they believe that content has been placed on any social media or other website that is not of their making but which purports to be, and which might reasonably be expected to damage their professional standing, the reputation of another adult or student within this or any other OAT educational establishment, or cause reputational damage to this Academy, OAT and any other academy within the Trust.
- 9.7 Any cases of social media use that breach the guidelines of this policy will be reported to the Principal immediately.
- 9.8 The Principal will report the individual using the appropriate 'report abuse' section on the specific social media site, and will arrange a meeting with the individual concerned to discuss their use of social media.

- 9.9 The individual will be advised to remove any posts or comments that are harmful, immediately.
- 9.10 The Principal may contact the police for legal action where necessary.
- 9.11 Members of staff and other adults must only communicate with students via email using their Academy email address, unless for some reason this is inaccessible or inoperative and in the case of emergency.
- 9.12 Members of staff and other adults must not communicate with students or parents via email if the content of such communications is, or might be perceived to be (a) derogatory about a staff or student member of the Academy or (b) damaging to the Academy's reputation, or (c) in contradiction to the established policy or procedure or otherwise prejudicial to the proper running of the Academy. Staff members should consult a senior member of staff if they need guidance before sending written emailed communications.
- 9.13 Members of staff and other adults must not send or exchange images of pupils and adults who work at the Academy via email to third parties without seeking the permission of their immediate line manager who will have regard to whether parents have given their consent for this to be done.
- 9.14 Parents and carers cannot always expect an immediate and substantive response to emails that they might send to members of staff. This is because it can take time to investigate matters properly. Queries and concerns should be sent to office@omacademy.co.uk; complaints should be sent to compliance@omacademy.co.uk. The email will be directed to the member of staff best placed to resolve the matter. Where an issue cannot be resolved immediately, the staff member will make clear the number of working days within which the parent or carer can expect a response.
- 9.15 Members of staff and other adults (other than parents or family members) must not use mobile phone technology to give or exchange with others photographic images of themselves, other adults, or young people. If they receive such images, they must report this immediately to the Principal.
- 9.16 Members of staff and other adults (other than parents or family members) must not use mobile phone technology to send text messages to students unless they receive prior permission from their immediate line manager, or in an emergency. 'Bulk' or 'standard' texts, sent to many or all students, may be approved in advance by the Principal.
- 9.17 Members of staff and other adults (other than parents or family members) must consider carefully the time at which they send electronic communications of whatever kind to students, and the frequency of such communications. The test in this regard is conduct that another reasonable person would consider to be acceptable.

10 Preventing inappropriate behaviour

- 10.1 The Academy understands that there are certain measures which can be taken to significantly reduce the potential harm to members of staff and pupils.

- 10.2 The Principal will conduct a risk assessment involving evaluating the possible harm to others from abusive or violent visitors, and providing effective control measures.
- 10.3 All members of staff will undergo personal safety training on an annual basis in order for them to be able to :
- Recognise conflict before it leads to aggression.
 - Effectively manage and diffuse aggressive behaviour.
 - Recognise verbal and non-verbal indicators which may lead to aggression
 - Develop their confidence in managing conflict and the resulting stress.
 - Minimise the risk of an individual experiencing harm due to aggression.

11 Managing inappropriate behaviour

- 11.1 In the instance of inappropriate behaviour, the Academy will follow a number of procedures, depending on the severity of the situation.
- 11.2 In the first instance, the adult who is creating a nuisance or disturbance will be asked to leave the premises or will be invited into a separate room to calm down.
- 11.3 If the adult has been previously barred from the premises, or has exceeded their implied licence and is causing a disturbance, the Academy will contact the police in order for the individual to be removed from the premises.
- 11.4 The Academy will also contact the police in the event of any serious violence and assault, and in the event of any actual harm caused to an individual.
- 11.5 Instances of inappropriate behaviour will be recorded in writing by all members of staff involved using an Incident Reporting Form (Appendix 1) and will be given to the Principal.
- 11.6 The Principal will invite the individual to attend a meeting in which to discuss their inappropriate behaviour, and explain that further disturbance may result in the individual being barred from the premises.
- 11.7 If disturbance continues after meeting with the Principal, or where there is a one-off extreme case of violence, the Academy has the power to bar the individual from entering the Academy site for a limited time, subject to review. (DfE, p.4)
- 11.8 Prior to barring an individual, the following process will be adhered to :
- The Principal will warn the individual in writing explaining why the incident was unacceptable, informing them that the governing body will consider barring them and when this decision will be made.
 - The letter will also give the adult a chance to respond in writing and express their views. If a complaint arises, it will be dealt with in accordance with Feedback Policy.
 - After receiving the adult's views, the decision will be reviewed by the Principal and Chair of Governors, and a final decision will be made as to whether the adult will be barred from the premises.

- Following a bar, the Principal will send a written letter informing the individual of this and the timescale during which they are prohibited from entering the premises.
- If a bar has been conducted due to a serious assault, a statement will also be given to the individual indicating that the local council and police have been informed.
- If necessary, the Principal will clarify any arrangements for collecting, or delivering students to, the Academy gates. This will be communicated clearly to the individual.
- All bars will be reviewed by the Principal and Chair of Governors on a termly basis, and will take into account any subsequent patterns of behaviour.
- If the Academy decides to allow the adult back on to the premises, the individual will be informed of this in writing.
- Any adults wishing to complain about being barred can do so by letter or email to the Principal or governing body, following the Academy's Feedback Policy.

11.9 The Academy understands that parents/carers retain the right to an annual consultation about the educational progress of their child(ren); however, the Principal will decide who will be present at this meeting and determine its location.

12 Emergency procedures for visitors

12.1 In the event of an emergency, that requires the building to be evacuated, assemble at the designated place which is displayed around the Academy site. A staff member will bring the visitor's book to check all visitors are safely evacuated.

13 Linked policies

- 13.1 This policy and procedures should be read in conjunction with other related Academy policies, including :
- Child Protection and Safeguarding Policy
 - Health and Safety Policy
 - Fire Policy

Appendix 1

Incident Reporting Form

Name of individual:	
Date of incident:	
Time of incident:	
Location of incident:	

Details of incident (please describe the incident in full detail, including the cause of the incident, names of individuals involved and the roles they played, what behaviour occurred, what happened following the incident, and any other information you deem necessary to assist with resolving the issue):

Form received by (name):		Signature:	
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To be completed by the **Principal** :

Action taken following the incident:

Signature of Principal:		Date:	
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Safety information for visitors

We hope that your visit will be enjoyable, informative and safe. Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at Ormiston Maritime Academy. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

All visitors and contractors coming in to the Academy must report to Reception. As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so that staff and students can see you are a visitor. Dependent on circumstances, if you are working with students you will also be asked to produce your DBS certificate and/or other forms of identification.

If you are a regular visitor to the Academy, you will need to sign in on each occasion. If your organisation provides you with a clearly definable badge we may decide that this is adequate and a visitors pass will not be issued. Please make sure you wear your badge and that it is clearly visible to staff and students.

Fire & Evacuation

- ❖ Your host will explain what to do in the case of emergencies and fire alarms.
- ❖ The alarm is a continuous bell. You must leave the building by the nearest exit.
- ❖ Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- ❖ The assembly point is the sports court near the astro turf.
- ❖ Do not take any personal risks.
- ❖ You must not re-enter the building until told it is safe to do so.

First Aid

If you need first aid or feel unwell please inform a member of staff and they will take you to the first aid room or telephone Reception (ext 5100).

Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our Academy it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Smoking

Ormiston Maritime Academy operates a no smoking policy. Please do not smoke anywhere on the Academy site.

Safeguarding guidance for visitors to the Academy

Adults visiting or working on the Academy site play an important part in the life of the Academy. You can play a part in keeping students safe whilst working at, or visiting, the Academy by observing the following guidelines:

- ❖ Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- ❖ Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- ❖ Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- ❖ If you have any concerns that a student may be at risk of harm, report it immediately to the designated people for child protection (Sam Herridge or Claire Gilby) who can be contacted via the main Academy office. Do not discuss your concerns with the student, and do not carry out an investigation.
- ❖ If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated person for child protection (Sam Herridge or Claire Gilby) of your concerns immediately.

CCTV

CCTV is installed at various locations within the Academy perimeter to ensure safety and security of the school community. This may be used occasionally for internal investigations.

For further guidance, the Academy's Child Protection policy can be found on the Academy website under the 'policies' tab.

Any concern during your visit should be reported to :
Mrs Sam Herridge – Designated Safeguarding officer
Mrs Claire Gilby – Child Protection co-ordinator
Or any member of staff who will report the concern.

Thank you for helping to keep Ormiston Maritime Academy safe.