

# The Kingston Academy



## **Visitors and Contractors Policy**

**October 2017**

Date approved: 12 October 2017  
Approved by: Head teacher  
Frequency of review: Every three years  
Last review: June 2015  
Next review due:

## Visitor and Contractors Policy

### 1. Introduction

We are committed to providing a safe and secure learning, teaching and working environment for all pupils and staff. Good security involves everyone in the school and all staff have a responsibility to ensure our school site is secure and for reporting concerns.

The Trust Board recognises that there can be no complacency where safeguarding procedures are concerned and all visitors and contractors are expected to comply with the procedures set out in this policy

### 2. School Visitors

- All visitors must press the call button at the main security gate to gain access to the site. They must explain who they are and the purpose of their visit.
- Visitors will then be met at the front door of the school building by a member of staff and escorted to the reception in Pupil Services to explain who they are, the purpose of their visit and who has invited them to the school. They should be ready to produce some form of identification if asked to do so.
- All visitors must sign the visitors' book at reception giving their name, organisation, who they are visiting and their car registration (if they have parked onsite).
- All visitors will be handed written details of what they should do if they have any concerns for the safety or wellbeing of any pupil (this information is also provided on the back of visitors' badges) and will also be advised of TKA's fire safety procedures and evacuation procedures in an emergency.
- All visitors are required to wear a visitor's lanyard throughout their visit (all members of staff wear a TKA photographic identification badge on a green lanyard marked 'staff' at all times when on the school site).
- Visitors will be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor, who will remain supervised in the waiting area until that time. The contact will then be responsible for the visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied or to be unsupervised at any time unless they have authority from the Head teacher or a member of the Senior Leadership Team (such authority will only be given where the visitor has produced an enhanced DBS Certificate with barred list check and their identity has been checked). These authorised visitors will be given a blue lanyard, all other visitors will be given a red lanyard.
- When leaving the school, all visitors must leave via reception, sign out from the visitors' book and return their identification badge and lanyard. They will be escorted off the premises and the escort will be responsible for ensuring the visitor does not re-enter the school site.
- Any visitor to the school site who is wearing a red lanyard and is found to be unsupervised should be escorted to reception and the responsible member of staff contacted. Any visitor who is not wearing any visitor lanyard should be challenged

politely to ascertain their identity and their business on the school site. They should then be escorted to reception to sign the visitors' book (and produce proof of identity if required) and be issued with the appropriate visitor badge and lanyard. They should then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor, who will remain supervised in the waiting area until that time. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head teacher (or a member of the Senior Leadership Team in their absence) should be advised at once. The Head teacher (or in their absence a member of the Senior Leadership Team) will consider the situation and decide if it is necessary to inform the police.

- Aggressive or abusive visitors will be asked to leave the site immediately and warned that if they fail to leave the school site the police will be called.
- Any visitors who are legitimately on the premises on a regular basis and who potentially have unsupervised contact with pupils must obtain an enhanced DBS certificate.

### **3. Contractors**

The School Business Manager is responsible for the appointment of contractors carrying out construction, maintenance or other work on the school site. The school will follow its procurement procedures to ensure, so far as is reasonably practicable, that contractors are competent. The Facilities Manager is responsible for their management on site. Contractors are required to provide the school with a copy of their own Health and Safety Policy (where they are carrying out building or maintenance works), a valid certificate of public liability insurance and certificates of membership of relevant trade bodies.

For building or maintenance contractors a formal agreement will be established regarding access to specific areas of the building. Where practicable, physical separation – fencing off of the work areas, will be utilised to provide additional safeguards.

The Facility Manager will issue all contractors with a copy of the school's Instructions for Contractors Working on Site. Contractors are required to sign to confirm their agreement to follow these instructions while working at the school.

We will ensure that any contractor who is to work at the school has been subject to the appropriate level of DBS check in accordance with the provisions of the Department for Education Guidance [Keeping Children Safe in Education](#) (September 2016). Where the contractors are employees of a company the school is paying, it is the company's responsibility to carry out the required checks (including DBS and identity checks) and the company must provide the school with written confirmation that these checks have been carried out (or produce the Certificates). A record will be kept of the checks made, including the date and number of the Certificates. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised during term time or at any other time when pupils may be on site.

Any DBS checks required must be completed before the contractor begins work in school. If a contractor is self-employed, we will consider obtaining the DBS check (as a self-employed person is not able to make an application directly to the DBS on their own account).

We always check the identity of contractors on arrival at school and that the person presenting themselves at the school is the same person on whom the checks have been made.

All contractors must go through the same entry and exit procedures as other visitors and must wear a visitor's lanyard whilst they are on site , as set out above.

The School Business Manager will monitor the impact of this policy and it will be reviewed by the head teacher at least every three years or sooner to reflect any changes to the school site and relevant legislation and statutory guidance.

Dated: 12 October 2017

Signed:  
Sophie Cavanagh, Head teacher