

Bradford Forster Academy

Visitor Policy

Bradford Forster Academy strives to provide inspirational education for all students irrespective of their background or experience. Through exposure to outstanding teaching, the expectation of exemplary behaviour, and a consistent focus on building resilience, we aim to prepare all students with the skills and characteristics required to thrive personally, professionally and within society.

We strive to reflect our academy Christian values of Respect, Growth and Community, whilst following our strapline of '**Everything is possible for one who believes**' Mark 9:23.



Purpose

The Governing Body assures all visitors a warm, friendly, and professional welcome to Bradford Forster Academy, whatever the purpose of their visit.

The Christian Ethos of Bradford Forster Academy

At Bradford Forster Academy our values are **Hope, Endurance, Forgiveness and Trust** and our school motto is '**Everything is possible for one who believes**' (Mark 9:23). We believe that we should encourage and support all children to access this education so they may become the people God created them to be.

Aims of Policy

The school 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 Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

Responsibility

The Principal is the member of staff responsible for implementation, coordination, and review of this procedure. This person will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Principal.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors, and parents and conforms to child protection and safeguarding guidelines.

Where And to Whom the Policy Applies

The school is deemed to have control and responsibility for its students anywhere on the school site (i.e., within the school boundary), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including Police Persons, peripatetic tutors, sports coaches, and topic related visitors e.g., authors, journalists)
- All governors of the school
- All parents and volunteers
- All students
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis.

Protocol And Procedures

Visitors To the School

All visitors to the school may be asked to bring photographic identification with them at the time of their visit. They must follow the procedure below.

Once on site, all visitors must report to reception first via the main entrance. No visitor is permitted to enter the school via any other entrance under any circumstances.

At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce photographic identification upon request.

All visitors will be asked to sign in using the InVentry management system making note of their name, organisation, who they are visiting and car registration.

All visitors will need to read the safeguarding information when signing in and to agree that they have been informed of our procedures.

All visitors will be required to wear an identification badge/lanyard – the badge must remain visible throughout their visit.

Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Approved Visitor List

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

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

- a) They have a current clear enhanced DBS (Disclosure and Barring Service) (Disclosure and Barring Service) check, and this has been registered on the School's Central Record **AND**
- b) A current clear DBS children's barred check has been undertaken **AND**
- c) A letter has been received from the employer that pre-employment checks have been undertaken

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e., come to reception and sign in via the InVentry system). A copy of the approved visitor list can be accessed at all times.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- A member of staff should escort the visitor to the reception.
- Sign out using the InVentry system
- Return the identification badge to reception and depart through the front entrance.

Unknown/Uninvited Visitors to The School

Any visitor to the school site who is not wearing a visitor's lanyard should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in and be issued with an identity badge.

The procedures under "Visitors to the School" above will then apply if the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Leadership Team informed.

The Senior Leadership Team member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors And Volunteers

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All governors and parent helpers must comply with Criminal Records Bureau procedures, completing the online DBS disclosure application supplied by HR.

Thereafter, procedures as per above should apply. Please note that Governors should also sign in and out using the InVentry system.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to always ensure compliance with its procedures.

Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Complaints Procedure