



Centre Academy East Anglia

Visitors Policy

Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment

Review Date:	Sep-26
Last Review Date:	Sep-25
Held on website:	Yes

Signed by Chair of Proprietor Body on behalf of Head of School

Signed:

Chair of Proprietor Body

A handwritten signature in black ink, appearing to read 'R. Murphy'.

Mr R Murphy

Date: 11/09/25

Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Contents:

Statement of intent

1. Legal framework
2. Authorisation
3. Safeguarding
4. Visiting procedures
5. Exceptions
6. Unidentified individuals
7. Visitor conduct
8. Monitoring and review

Statement of intent

This policy is designed to outline Centre Academy East Anglia's procedures regarding visitors to the premises.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Legal framework

- This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- Health and Safety at Work
- DfE - 'Keeping children safe in education'
- Childcare Act
- Education Act
- Home Office - 'Prevent duty guidance: England and Wales'
- DfE - 'Political impartiality in schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Safer Recruitment Policy

2. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, on 01449 736404 or by emailing admin@centreacademy.uk

Visitors are required to sign in in the visitor's book in Reception, which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable.

Visitors will be given a Visitors badge, our Safeguarding and Safety Information for Visitors and asked to read that when signing the visitors book, they are aware and agree with our Safeguarding and Evacuation procedures.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff.

Parents are discouraged from visiting the school during school hours unless for a school event, pre- arranged meeting or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

3. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

Prior to arranging a visit, the Head of School will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- The educational value of the visit
- The appropriate age of what is going to be delivered
- Whether relevant checks will be required
- Whether the visit could bring the school into disrepute
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check.

The Head of School will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

4. Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
- Sign-in using the visitors' book
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' book upon departure
- Return ID badges to the school office before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, eg a summary of key safeguarding and health and safety information.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

5. Exceptions

Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (eg the sports field, school hall).

Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in. If a visitor cannot be identified, the Head of School or member of the SMT will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises, and the police may be called to assist.

6. Visitor conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

7. Monitoring and review

This policy will be monitored and reviewed on an annual basis by the Head of School. Amendments to the policy will be communicated to all relevant stakeholders.

This Policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Safer Recruitment Policy