

<b>Policy document control box</b>	
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Signed by Chair of Trustees	<i>Carrie Herbert</i>
Date signed	3 February 2025

<b>Role</b>	<b>Contact Details:</b>
Chair of RBET Trustees	Carrie Herbert <a href="mailto:Carrie.herbert@rbet.ac">Carrie.herbert@rbet.ac</a>
Executive Headteacher	Jason Lewis <a href="mailto:jason.lewis@rbet.ac">jason.lewis@rbet.ac</a>
Headteacher	Hannah Curry <a href="mailto:Hannah.curry@rbair.org.uk">Hannah.curry@rbair.org.uk</a>

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## **1. Introduction**

The safety of learners, staff and visitors is a prime concern for the Red Balloon Educational Trust (RBET). Due to the nature of the Red Balloon of the Air Centres, their hours of business and range of visitors, it is necessary to have in place measures to prevent unauthorised access to Centre property and to control authorised access.

## **2. General**

All persons on site must sign in at Reception and display the appropriate lanyard, as follows:

- Red: staff lanyards. All staff wearing a red lanyard have been DBS checked by RBET and either work for RBAir or RBET Central Services.
- Black: student lanyards.
- Green: visitor lanyards. Please note all visitors (regular and occasional) will be given a green lanyard.

Visitor and student lanyards will be collected by Reception at the end of the visit.

If the visitor is not known to staff, their identity will be checked. Visitors will be always accompanied by a member of staff.

Any visitor working unsupervised in the Centre whilst learners are in the building will have been DBS checked by either RBET or the company for which they work. It is the responsibility of the person organising the visit to check that the DBS is in place.

Visitors will be expected to use the front door of the buildings to enter and exit the property. It is the responsibility of Reception staff to advise visitors of what to do in an emergency.

## **3. Unannounced visitors**

If a parent, guardian or friend arrives unannounced, then the Receptionist on duty is required to request photographic ID and to contact a senior member of staff to obtain permission for the visitor to enter the Centre or for the learner to leave with the visitor.

If no senior member of staff can be contacted, then permission will not be granted, the visitor will not be permitted entry, and the learner will not be permitted to leave. RBAir acknowledges that such a refusal may be inconvenient and disappointing but prefers to protect learners by adhering to these procedures rather than putting learners at risk.

#### **4. Contractors**

Most planned work will be organised to take place during holidays or during sessions when learners will be absent from the premises. On the very rare occasions when contractors are required to attend when learners are present, they are supervised appropriately.

The vast majority of estates/maintenance work, particularly emergency and out-of-hours tasks, will be handled by the Centre or RBET staff.

Contractors are required to sign in (and out on departure) before starting work and to display their badge at all times; they are also subject to providing Health and Safety policies, insurance details, Risk Assessments, etc. to the satisfaction of the Headteacher before attending site.

#### **5. Regular volunteers and people on work experience**

Regular is defined as a frequency equal to or more than once per month or three times within one month.

Regular visitors will:

- be DBS checked and have references taken up prior to the visits;
- receive Safeguarding training from the DSL;
- receive information as to what to do in case of an evacuation from the member of staff initiating the visit;
- receive information as to ethos of the school and other relevant information from the member of staff initiating the visit;
- adhere to normal signing in and out procedures.

#### **6. Visitors who are invited into the school on an occasional basis**

Examples may be visitors invited to give a talk, undertake a session observation, etc.

The visit may require a Risk Assessment by the member of staff organising the visit. The member of staff organising a visit must inform the DSL (or in their absence a deputy DSL) at least 48 hours prior to the visit. The DSL will decide whether a Risk Assessment is required and will countersign this. The member of staff organising must ensure the Risk Assessment is applied and relevant staff are informed. The Risk Assessment will be filed electronically.

The suitability of the speaker will be assessed by the person making the invitation with a view to Prevent guidance. If not known to the person making the invitation, this usually entails the visitor's background having been researched on the internet.

Details of the visit must be sent to the DSL at least 24 hours in advance for inclusion in the electronic sign-in system (date, name, topic, checks completed). Where the person issuing the invitation has any concerns regarding the suitability of the visitor, then the advice of the DSL will be sought before the invitation is formally issued.

In addition to the above the following rules apply:

- Visitors will not be allowed unsupervised access to learners.
- The person organising the visit is responsible for ensuring safety of the visitor in case of an evacuation, etc.
- The person organising the visit is responsible for ensuring that RBAir's ethos is maintained.
- Normal signing-in and out procedure at Reception will be adhered to.
- Visiting professionals (for example medical professionals, social workers, educational psychologists) are required to sign in and out of the school.

## **7. RBET staff**

RBET staff are subject to normal sign-in and sign-out procedures and will wear the authorised red staff lanyards to demonstrate that they are DBS checked.

## **8. Other RBAir policies to be read in conjunction with this one**

DBS Check Policy

Supervision of Pupils Policy

Safeguarding and Child Protection Policy

Health and Safety Policy