



VISITOR POLICY

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Introduction

Policy Statement

This document summarises the approach we should all take to managing all visitors, including ancillary, contract, 'unchecked' visitors and visiting speakers. It also covers guidance for the spouses and family members over the age of 16 who reside in private accommodation linked to the boarding houses, in addition to visitors to private accommodation linked to the boarding houses. This policy has at its core the need to safeguard our pupils and it is informed by ISBA guidance.

A visitor is defined as anyone over the age of 16 who visits the School and has not undergone checks and induction as directed by the HR Department.

Definitions

The following definitions shall apply to this policy:

- "Visitor" means any person who comes onto the Academy site who is not a pupil, an employee or who lives in onsite Academy accommodation.
- "Host" means the member of staff who is responsible for the visitor(s) for the duration of their visit.
- "Employee" means a person employed or engaged by the Academy who resides in either on-site accommodation or off-site accommodation.
- "Occupier" means individuals over the age of 16, not on the Academy roll, who lives with an Employee that is residing in the Academy's accommodation.
- "Guests" means a visitor to the Employee's accommodation.
- "On-site accommodation" means accommodation that is owned or leased by the Academy which is within the Academy's grounds at Dollar Academy (including boarding houses).
- "Off-site accommodation" means accommodation that is owned or leased by the Academy which is not within the Academy's grounds.

Visitor Arrangements

Signing In and Out Procedure

Visitors during term time who arrive between 8am and 5pm must sign in at Reception where they will be met by the Dollar Academy host. Parents of Prep, Junior and Boarding pupils who are either collecting their child or meeting a member of the Prep, Junior or House staff, can sign in directly with their host at these locations.

Where possible, term-time appointments should not be planned that start before the opening time of the Academy Reception which is currently 8am.

If arrival before 8am has been pre-arranged the host must meet the visitor at an agreed location (ideally outside Reception) and escort them until they can be formally signed in at Reception.

Visitors arriving after 5pm Monday to Friday or on Saturdays or on Sundays must be met by the host at an agreed location, ideally outside Reception, and must be escorted throughout their visit by the Dollar Academy host.

All visitors during the holidays who arrive between 9am and 4.30pm must sign in at either Reception or the Maintenance Office where they will be met by their host.

When a visitor signs in at Reception they will be issued with a visitors' badge (with a unique sticker ID), which must be worn at all times during the visit.

Visitors leaving the Academy at the end of their visit should sign out at Reception, where they will deposit their badge and sign out.

Procedures for escorting visitors

- Visitors must be escorted from the agreed meeting point or Reception by the host, as it is not appropriate

for visitors to walk through the Academy unaccompanied;

- Visitors must be escorted by the host department such as admissions, maintenance, grounds and should not be left alone at any point.
- In the case of emergency repairs during term time we aim to use contractors who are checked but if this is not possible then an unchecked contractor will be supervised.
- If a member of staff comes across a visitor who is unsupervised, they should ask them who their host is and reunite them (usually by taking them back to Reception and asking the School Office to take it forward from there).
- If an adult is in an Academy building without permission, i.e. they do not have a pre-arranged appointment, they should be escorted to Reception and a member of SSG should be informed immediately.

Prospective families and staff

An important part of prospective family and prospective staff visits to Dollar is being able to meet and spend time with Dollar pupils. This usually takes the form of two senior pupils guiding the prospective family around the campus. In advance of the tour the prospective family will have been met by Dollar staff and briefed on how the tour will work. Equally, senior pupils are briefed at the start of the year in terms of how a tour should operate.

On Open Days a greater number of pupils are used for guided tours, they usually operate in pairs with there being a high staff presence on any open day.

Pedestrians

Owing to the nature of the campus and its proximity to the town it is typical for residents of the town to use the Academy's paths and internal roads as they walk around the town. The Academy has put in place the following to ensure this can continue without having a detrimental effect on the safety of our young people:

- Clear signage around the campus making clear that any visitors to buildings should report to Reception.
- All external doors being fitted with proximity locks.
- Staff being empowered to challenge any visitors they do not recognize.

Visiting Speakers

Visiting Speaker Introduction

In addition to the procedures outlined above, additional attention needs to be given when hosting a visiting speaker at the Academy. Dollar Academy often invites speakers from the wider community to give talks to enrich our pupils' experience. The Academy recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the Academy and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance-england-scotland-and-wales-2015/revised-prevent-duty-guidance-for-scotland-2015>) expects schools to have clear protocols for ensuring that any Visiting Speakers deliver material that is age appropriate for the young people they are presenting to.

The Academy's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value, and that such information is aligned to the ethos and values of the Academy and British values.

Visiting speaker protocol

The member of staff responsible for inviting a visiting speaker to present at the Academy will undertake an assessment of suitability before agreeing to a Visiting Speaker attending. This should be shared with SSG for approval.

The Academy will not use a Visiting Speaker where any link is found to extremism, criminal convictions (unless in exceptional circumstances as signed off by the Deputy Rector, e.g. a reformed drug user with a criminal record providing a talk on the dangers of substance misuse) or any other history of behaviours or views that could put our pupils at risk of harm.

The host will obtain an outline of what the speaker intends to cover in advance of the speaker's visit. In some cases, the host may also request a copy of the speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the Academy.

The host will be present during the talk. This member of staff will monitor what is being said. In the unlikely event that the talk/presentation does not meet this requirement, the speaker will be informed that staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to a member of SSG as soon as reasonably practicable after the talk/visit.

After the visiting speaker has visited, the host should review educational impact of the session and make a judgement as to whether the speaker and/or the content should be used again.

Visitors to school site for co-curricular activities

A key part of a pupil's education at Dollar is the co-curriculum; sports fixtures, performances and exhibitions form a key part of this. The Academy recognises the difficulties posed by a significant number of visitors coming to school site to spectate and support.

The Academy has the following measures in place to ensure visitors behave in a safe and appropriate manner:

- Clear signage for where venues used for co-curricular performances (including sport);
- Doors to Academy buildings are locked and only accessible through the use of staff ID security wristband/dots;
- Buildings that visitors are allowed in, e.g. the Dining Hall, Theatre and Pavilions, have appropriate staff supervision.
- Staff are empowered to challenge visitors if they appear to be in the wrong part of the Academy.
- Pupils and parents encouraged to report people they do not recognise to a member of staff.

Visitors to Staff Accommodation

Visitors to Staff Accommodation (Onsite)

The Academy recognises that staff who reside in the Academy's property (and Occupiers) may, from time to time, invite visitors to their accommodation as guests. The Academy has a duty to ensure safety and promote the welfare of its pupils at all times. The Employee and Occupiers (as defined above) will be responsible for their guests and must make them aware of the fact that they will be subject to the restrictions set out in this policy because they are visiting a school.

In the case of boarding houses, Employees or Occupiers must ensure that Guests:

- May only access the area of the boarding house in which the Employee or Occupier resides and are not authorised to be in any other part of the accommodation which is designated for pupils unsupervised (such as in common rooms and bedrooms, etc).
- They should be aware of their responsibilities when engaging pupils in conversation;
- They should go straight to their Host's house on entering the campus and go straight to the campus exit on leaving;

Guests must conduct themselves in an appropriate manner at all times and should not cause a nuisance, disturbance or annoyance to any person. The Academy reserves the right to require a Guest to leave the Academy site at any time in the event of any instances of inappropriate behaviour.

PVG checks for occupiers of staff accommodation

For all Occupiers occupying accommodation **that is linked to a boarding house** which is provided as part of an employee's conditions of employment PVG certificate must be obtained. This clearance is

required before the accommodation is occupied. The HR Department should be contacted to arrange the appropriate checks.

Declaration by occupiers of staff accommodation linked to boarding houses

Any Occupier (who is not an employee) over the age of 16 living in accommodation linked to a boarding house must declare a written undertaking to comply fully with this policy which relates to the protection of pupils. The Academy can insist that any individual who is not a member of staff removes him/herself from Academy accommodation where he or she has committed a breach of this declaration which forms part of the Academy's safeguarding and child protection procedure.

Refusal to allow guests

The Academy reserves the right to refuse to allow any Guest to enter the Academy grounds including on-site and/or off-site accommodation where he/she is deemed to be unsuitable by the Rector.

Houseparents hosting and meeting pupils

Houseparents' studies are designated as a school workspace; they do not make up part of the Houseparent's private residential accommodation, and as such meetings can take place in Houseparent's studies (whilst following guidelines around meeting pupils).

The School recognises the importance of formal and informal social gatherings as part of a pupil's wider education. Part of this education relates to teaching pupils how to behave in certain social situations. As such the Houseparent's dining room, sitting room, kitchen and garden fall into the category of a shared use space. This allows the hosting of pupil groups in the aforementioned areas of a houseparent's accommodation. These spaces are to be used at the Houseparent's discretion and Houseparents should ensure that all pupils in that boarding house have an equitable experience across their school career. No one-to-one meetings should take place in the shared use spaces mentioned above.

Dollar Academy Lettings

Introduction

Dollar Academy Lettings is responsible for letting out Academy facilities to external hirers. Hiring groups can include adult recreation groups, for example junior sports teams, swim schools, sports camps, bridge club and summer camps.

The Academy's responsibility

Prior to any letting arrangement, the Academy seeks assurance that hirers whose groups include children have an appropriate safeguarding and child protection policy in place, in addition to any other relevant policies.

The Academy's role

Prior to accepting a booking from a new hirer, the Academy takes the following steps:

- The member of staff in charge of lettings meets in person on site with the person(s) who will be in charge of the hirer's group on site (the Event Director) to go through the rules of hire and the hirer's responsibilities on site. Following such a meeting, the member of staff shall decide, in his/her opinion, if they will be a responsible hirer and, if so, allow the booking to proceed.
- The Event Director, on behalf of the hiring group, shall be required to sign a contract which takes in ISBA guidance on lettings as well as any relevant Academy policies. The member of staff responsible for lettings shall annually review the contract and update it as necessary.
- Each hiring group must provide a copy of their public liability insurance certificate (where appropriate) confirming sufficient cover.
- The Academy shall provide the Event Director with a guidance document summarising the rules of hire and the hirer's responsibilities on site. This will include emergency evacuation procedures and school emergency contacts.
- The Academy requires the Event Director to communicate relevant rules to everyone who will be in the hirer's group on site, including parents/guardians of any children involved in the group. Such rules shall include driving safely within the 10mph campus speed limit, no straying beyond the hired facility and the

direct route from it to the car park, and no engagement with other children on site.

- Once the let is up and running, the member of staff in charge of lettings shall ensure that Event Director is advised about any temporary changes to the guidance (for example different parking arrangements if the booking coincides with an Academy event) and generally about any changes to the rules of hire and the hirer's responsibilities on site.