

Ormiston Academies Trust

# Ormiston Denes Academy

## Visitors' policy

### Policy version control

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|------------------------|---|
| Policy type            | Statutory   |
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| Approved by            | National Leadership Group, March 2026                         |
| Release date           | March 2026  |
| Review                 | March 2028  |
| Description of changes | Treat as new  |

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# 1. Rationale

1.1. This policy will enable our academies to:

- Safeguard and protect the welfare of children and employees
- Prevent unnecessary disruption to lessons and other educational activities
- Protect school grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

# 2. Legal Framework

- This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- Martyn's Law (Terrorism (Protection of Premises) Act 2025
- Counter Terrorism and Security Act 2015
- Health and Safety at Work Act 1974
- DfE (2025) 'Keeping children safe in education 2025'
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE (2022) 'Political impartiality in schools'
- UK GDPR

2.1. This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection
- Data Protection and Freedom On Information
- Data Protection Privacy Notices

# 3. Authorisation

3.1. Unless it is an emergency, anyone wishing to visit the school or arrange a meeting must do so prior to arrival.

3.2. Visitors are required to sign in on arrival through the school's electronic or sign in system which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable.

3.3. 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.

- 3.4. Individuals who would like to visit the academy, but are not in contact with a member of staff regarding their visit, should arrange their visit through the academy school office by calling 01502 574474 or emailing [info@ormistonden.es.co.uk](mailto:info@ormistonden.es.co.uk), or by completing the “contact us” page on our website.

## 4. Safeguarding

- 4.1. The school is committed to promoting the safety of all children and may require visitors to undertake a DBS check depending on the purpose of their visit.
- 4.2. Prior to arranging a visit, the Principal/DSL 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 age appropriateness 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
- 4.3. For visitors to the school in a professional capacity, the school will check their ID upon arrival and through the annual letter of assurance provided by their employers, will receive assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances.
- 4.4. The exceptions to this are
- supply/agency staff where the Principal/DSL is required to examine the original DBS certificate
  - where a person has a disclosure on their certificate the Principal is required to see the original certificate, speak with the person and complete a risk assessment
- 4.5. The Principal will be responsible for determining what checks need to be carried out and ensuring that they are undertaken, where required.
- 4.6. The Principal and DSL will decide on the level of supervision required for any visitors.
- 4.7. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with children.
- 4.8. The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to children from visitors.
- 4.9. The Principal will ensure the school keeps an up to date list of approved visitors

## 5. The Prevent Duty

5.1. The “Prevent” statutory guidance requires academies to have clear protocols for ensuring that any visiting speakers, whether invited by staff or children, are suitable and appropriately supervised. These are outlined in sections above.

5.2. In addition:

- Due diligence will be carried out on the person and organisation to establish whether they have demonstrated extreme views/actions
- Visiting speakers will be accompanied at all times and not left unsupervised with children at any point.

## 6. Visiting Procedures

6.1. All visitors to the academy, 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 child the visit pertains to/staff member who arranged the visit
    - Expected length of visit
    - Sign-in using the electronic sign in
    - Display ID badges provided at all times while on academy property
    - Sign-out using the electronic sign out upon departure
    - Return ID badges to the school office before departure
- 6.2. Visitors will be briefed prior to the visit on any requirements, such as proof of identity, bringing physical copy if their DBS where required,
- 6.3. Visitors will be provided with a copy of relevant policies and procedures, eg a summary of key safeguarding and health and safety information.
- 6.4. Visitors will be advised that the school is a non-smoking/vaping area and smoking/vaping is not permitted anywhere within school grounds.
- 6.5. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

## 7. Exceptions

7.1. Visitors attending scheduled open days, parent evenings, or pre-arranged after school sports events will be exempt from the visiting procedures either because these are noted on Evolve Clubs already or they are registered on arrival.

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

## 8. Unidentified individuals

- 8.1. It is the responsibility of all staff members to politely question any individual who enters the academy premises unaccompanied and/or without a clearly displayed name badge.
- 8.2. Any such visitors will be directed to the academy office where they can sign-in.
- 8.3. If a visitor cannot be identified, the Principal or member of SLT will be informed immediately.
- 8.4. If a visitor refuses to report to the academy office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## 9. Visitor Conduct

- 9.1. Visitors to the academy will be required to act in accordance with the academies' Code of Conduct and other relevant academy policies at all times.
- 9.2. The academy reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, children, governors, parents or other visitors.
- 9.3. 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.
- 9.4. In the event of persistent occurrence of unacceptable behaviour on the academy site, the academy has the right to request a banning order from the LA for the individual in question.

## 10. Monitoring and review

- 10.1. This policy will be monitored and reviewed on an annual basis by the Headteacher.
- 10.2. Amendments to the policy will be communicated to all relevant stakeholders.