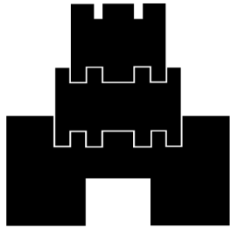


Reference:	Approved by:	Date:	Review:



Launceston College

A Multi Academy Trust

VISITOR POLICY

Launceston College MAT

Updated on: July 2019

Review by: July 2022

Reviewer: ARJ

Reference:	Approved by:	Date:	Review:

LAUNCESTON COLLEGE MAT VISITOR PROCEDURE

All visitors to the Launceston College MAT are expected to sign in, on arrival, at the main reception and wear a lanyard that identifies them for the duration of their visit. There are three options for visitors, please see below for information:

ALL MEMBERS OF THE MAT STAFF do not need to be treated as a visitor within the other schools as long as the member of staff is wearing their current photo lanyard. However, they will be expected to sign in at main reception of the visiting school.

GENERAL VISITOR –

RED LANYARD AT BIDEFORD COLLEGE

YELLOW AT LAUNCESTON COLLEGE

RED AT ATLANTIC ACADEMY

RED AT EGLOSKERRY

GREEN AT ALTARNUN

This includes all parents, carers and general visitors.

Please sign in at the main Academy reception, where you will receive a visitor pass that you must wear during your visit, and a safeguarding leaflet that you must read carefully. You will then be greeted by the person who you are expecting to see.

Please note – as a very busy working environment, that works around a teaching timetable, please ensure that you book an appointment in advance. Please do not expect to be seen without an appointment.

STAFF VISITOR -

GREEN LANYARD AT BIDEFORD COLLEGE

PINK AT LAUNCESTON COLLEGE

GREEN AT ATLANTIC ACADEMY

RED AT EGLOSKERRY

GREEN AT ALTARNUN

This includes individuals who visit the Academy regularly and who are on our single central record, for example named peripatetic music teachers, pastoral agency workers and contract workers.

These individuals have either had a DBS through us or their own agency/company from which we have received a letter of assurance. **A staff visitor cannot take responsibility of a visitor on their visit unless prior permission has been given by the Executive Principal.**

Reference:	Approved by:	Date:	Review:

Please sign in at the main Academy reception and ensure that you are wearing your staff visitor lanyard and photo ID badge. If you do not have your staff visitor lanyard and photo ID badge on you, please follow the instructions for a 'general visitor' above.

COLLEGE VOLUNTEER / GOVERNOR –
BLACK LANYARD AT BIDEFORD COLLEGE
BLACK AT LAUNCESTON COLLEGE
GREEN AT ATLANTIC ACADEMY
BLACK AT EGLOSKERRY
GREEN AT ALTARNUN

This includes individuals who are on our single central record and have gone through our own vetting and DBS checks.

Please sign in at the main Academy reception and ensure that you are wearing your volunteer/governor visitor lanyard and photo ID badge. You will then be greeted by the person who you are expecting to see. If you do not have your volunteer/governor lanyard and photo ID badge on you, please follow the instructions for a 'general visitor' above.

Reference:	Approved by:	Date:	Review:

Visitors Policy - Appendix E Egloskerry

1. Aim

To ensure that all visitors provide safe and enjoyable activities.

2. Rationale

We at Egloskerry School believe in the importance of enriching our pupils' education and life experiences. This is supported by including visitors who share their skills and enthusiasm. We try to ensure that these experiences are safe and enjoyable.

3. Objectives

To ensure visitors have appropriate safety checks

To ensure visitors have appropriate insurance cover.

To ensure children experience safe, enjoyable activities.

To ensure activities are in accordance with legislative, LA and school agreed policies and the ethos of the school.

4. Action / Key Themes

- Staff responsible for visitor will discuss content of presentation and ensure content of presentation is in accordance with legislative and school agreed policies and the ethos of the school.
- Staff responsible for the visitor check financial information beforehand (whether there is a charge, which budget it will be charged to - ie, workshops, contracted work, etc).
- Admin staff check visitor's ID on arrival, issue badge and red lanyard - following the schools' Visitor Checklist, which includes information about H&S and fire procedures, use of mobile phones, etc (red stickers are used for very short, casual visits).
- Admin staff ask the visitor/volunteer/building contractor for copy of DBS check if school does not already have copy, or refer to the organisation's Letter of Assurance.
- Admin staff arrange to enter the visitor's details onto the SCR if necessary.
- Admin staff ask if visitor/volunteer/building contractor has Public Liability Insurance, if applicable, and if so to provide documentary evidence.
- Admin staff ensure visitor has been shown any relevant documentation.
- If applicable, staff responsible for visitor ensure visitor does not have unsupervised access to children – ensure activity is attended by members of staff or takes place in an area that is visible from the classroom.

5. Implementation and Monitoring

The necessary paperwork and checks are issued and completed by the school office admin team. Completed Visitors Working within Schools checklists are given to Secretary for filing.

The Principal will monitor the policy.

Monitoring feedback will be shared with staff at staff meetings.

Checklists will provide evidence of successful, safe and enjoyable visits that will enrich our pupils' educational experience.