



Trinity Multi Academy Trust

Policy:	MAT Safeguarding Procedures (Visitors and Volunteers)
Date or review:	November 2016
Date of next review:	November 2019
Lead professional:	HR Manager
Status:	Non-Statutory

Introduction

At Trinity Multi Academy Trust the welfare of our students and their environment is paramount and we fully recognise our responsibilities to protect and safeguard the welfare of children.

These procedures apply to all staff, directors/governors, volunteers and visitors to the trust and each of its academies. The purpose of this document is to specifically outline the procedures all staff MUST follow when they invite visitors, volunteers or support services to an academy.

These procedures directly relate to the legislation and duties each academy has in relation to '*Keeping Children Safe in Education*'. They also support key aspects of each academy's Child Protection and Safeguarding Policy; in that we will:

- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children. (see Recruitment and Selection Policy)
- Establish a safe environment in which children can learn and develop.

Staff responsibilities

Safeguarding is a shared responsibility for all staff. If you are aware of an individual who is working with students in an unsupervised capacity, please seek clarity on their status from the HR team.

All staff should wear their own name badges at all times.

All staff are expected to challenge unescorted visitors, or anyone on the premises they are unfamiliar with.

Any concerns should be reported to the On Call member of staff, or if the matter is more serious to a Senior Leader.

All staff are required to follow these procedures and in the event of any query should contact the HR team.

Visitors to an academy

All visitors to an academy will be required to sign in.

In April 2014 guidance changed as to who requires a DBS check when working in a school or with young people. Generally the following factors are considered:

- Does the person have unsupervised contact with children/young people?
- Is the activity being carried out a regulated activity?
- Is the activity being carried out a frequent activity?

If you are unsure as to who requires a DBS check please contact the HR team or refer to the flowchart on page 4.

Under no circumstances should unsupervised contact take place if the required vetting checks have not been completed. This information is recorded on the Single Central Register.

Visitors with supervised, infrequent access or who do not come into contact with students

On arrival, Reception staff will advise staff that their visitor has arrived. Visitors will be requested to read health and safety (including fire evacuation), data protection and child protection procedures. They will be issued with a VISITOR badge. Reception will contact you and you will be asked to collect your visitor.

Your visitor is your responsibility. You are expected to escort them to your class, or meeting room and then to Reception to sign out as they leave. Visitors should not be left unaccompanied in shared areas of an academy.

Visitors do not require DBS checks. Visitors **do not** have unsupervised access to students.

The Visitor badge will look like the image below with the badge itself clearly being marked for a "Visitor". Lanyard colours, however, will vary from one organisation to another.



Other regular visitors to an academy – unsupervised and frequent contact with students

Visitors who **do** have unsupervised access to students, such as Educational Psychologists, Tutors or Mentors require DBS checks. Where an academy has an arrangement in place with a provider, or a third party organisation, then the DBS checks undertaken by the providing organisation are sufficient. Examples of providing organisations are; supply agencies, local authority employees, universities or the PCT. These vetting checks will be recorded and maintained on the Single Central Register.

Volunteers or regular visitors who **do** have unsupervised access to students require DBS checks. An academy will undertake these checks. Where the volunteer has been engaged as part of a programme by a third party provider, then the process above should be followed.

Volunteers and visitors, who can have unsupervised access to students, will be required to sign in as visitors. On arrival, Reception staff will make any necessary ID checks. Where required, Reception staff will advise staff that their visitor has arrived. Visitors will be requested to read health and safety (including fire evacuation), data protection and child protection procedures and will be issued with a VISITOR badge.

The badge for Visitors who require DBS checks will look like the image below; again, the badge is clearly marked for a “Visitor” but has additional information e.g. fire evacuation on it by virtue of the fact the person will be unaccompanied. The lanyards are not a specific colour but will be different in colour to those for visitors who do not require DBS checks.



In the case of visitors employed or engaged by a third party, it is sufficient for an academy to seek written confirmation that appropriate checks have been completed. The HR team will contact the providing organisation to seek this confirmation. This information is retained by HR and recorded on the Single Central Register.

Single Central Register

Each academy is required to maintain a single central register of recruitment and vetting checks on the following people:

- All staff employed to work at an academy
- All staff employed as supply staff, whether directly employed, or employed through an agency
- All individuals who are in regular contact with students, including volunteers and governors
- Individuals bought into an academy to provide additional teaching, such as a sports coach or artist

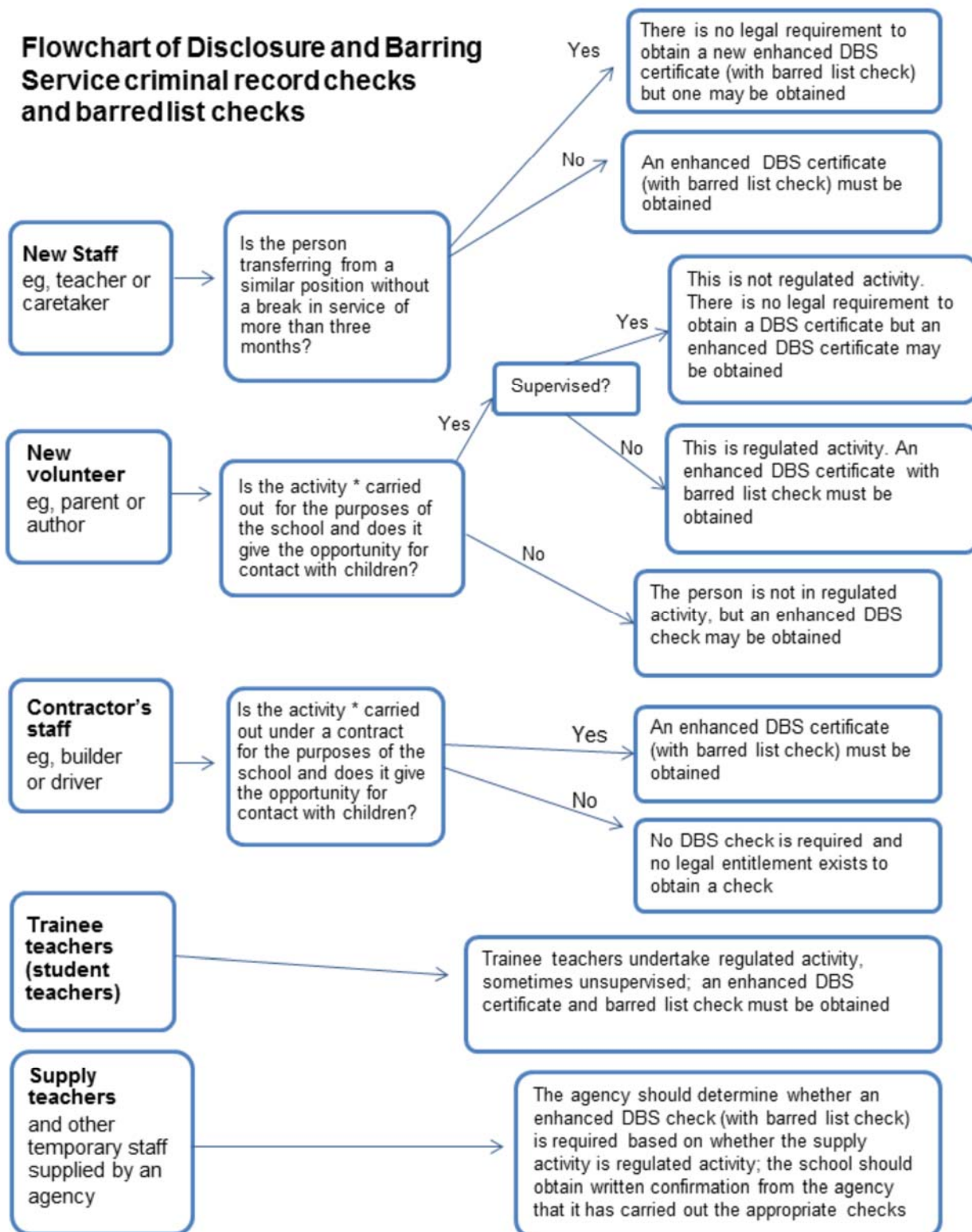
Staff working within Trinity Multi-Academy Trust

Staff who work between the sites that form the trust will wear different coloured lanyards to staff. However, these staff members have had the necessary checks undertaken and therefore are able to walk around the building unsupervised.

The badge will have a Trinity MAT lanyard and look like the image below, with the badge itself being clearly marked as "Trinity MAT".



Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'