



CReATIVE Education Provision

IWYS

Alternative Provision

Visitor and Contractor

Policy

IWYS Alternative Provision - Visitor and Contractor Policy

IWYS Alternative Provision aims to provide a safe and hardworking environment where every child can be successful, whatever their abilities.

In order to do this, we will:

Work hard to ensure everyone can access the right curriculum for them, working in collaboration with partners to provide academic and vocational opportunities for our students.

Promote a caring community based on mutual tolerance and respect; a community in which the unique nature of each individual is recognised, valued and supported irrespective of their ability, gender, faith or background.

Ensure our students, when they leave us, are able to answer the moral, political, economic and social questions that will be asked of them with confidence and understanding. We do this for everyone, regardless of starting point, or academic potential, or aspirations.

Policy Summary

- Before allowing visitors into IWYS Alternative Provision, staff must ensure that the identity of any visitor has been confirmed by checking of photo ID badges or otherwise checking with an appropriate person or organisation (e.g. contacting the company head office, parent or member of staff expecting the visitor, if that visitor is already known to them).
- All visitors must be issued with a Visitor Badge.
- Visitors may be unaccompanied only if we have previously received confirmation from their employing organisation that they have had a DBS check, and IWYS Alternative Provision is willing for that person to be on site unaccompanied. They will receive a **blue** visitor badge.
- All other visitors will receive a **red** visitor badge, and must not be left unaccompanied at any time.
- All contractors carrying out work in the IWYS Alternative Provision should be met and a site induction carried out by the Site Manager or Business Manager before work commences.

Introduction

The purpose of this policy is to safeguard all pupils, teachers, support staff, parents, visitors and on-site contractors while they are on IWYS Alternative Provision premises.

The ultimate aim is to ensure that pupils, teachers, support staff, parents, visitors and onsite contractors can enjoy an environment where they are safe from harm.

The Policy applies to:

- All teaching and support staff employed at IWYS Alternative Provision
- All external visitors entering IWYS Alternative Provision site during the IWYS the school day or for after school activities (including peripatetic tutors).
- All parents
- All pupils
- Building maintenance contractors

Visitors Invited to the IWYS Alternative Provision

- a) Before a visitor is invited to IWYS Alternative Provision the Head of Provision/Director must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted before a visitor is asked to come into IWYS Alternative Provision. Staff will provide details of visitors to the head of the provision/Director.
- b) Maintenance contractors will primarily be engaged to work during out of school hours. They must meet with the head of provision or Business support Manager when they arrive on site. They must complete the Contractors Induction. Contractors should also supply a copy of their insurance documents prior to commencement of work. All contractors carrying out emergency work during term time will be accompanied by site staff at all times.
- c) Visitors must report to the main entrance and use the intercom to notify arrival. They must not enter IWYS Alternative Provision via any other entrance. This will include excluded or suspended pupils who are escorted by staff when on site.
- d) At reception, all visitors must report to a member of Office Staff and must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff. The receiving member of staff must ensure that they have confirmed the identity of the visitor. For example, for a contractor, the receptionist will confirm identity via a company ID badge, or by ringing the company head office. If the visitor is a member of a pupil's family who is unknown to the office, their identity should be verified by the parent of the pupil.
- e) All visitors will be asked to sign the Visitors Record Book which is kept in the main entrance all times. Vehicle registration numbers must be noted in the visitor book.
- f) All visitors, including contractors will be required to wear an identification badge. The head of provision or business support manager must point out the Health and Safety information on the back of the ID badge. Red badges will be given to members of the public and other visitors. Only regular, checked and vetted visitors will be given a blue badge and be allowed to remain unaccompanied.

Visitor Health and Safety Information

- As a visitor you have a legal responsibility to care for the Health and Safety of yourself and others.
 - Any accidents, near misses or defects you observe must be reported to the IWYS Alternative Provision Office.
 - Visitors must be accompanied at all times.
 - The IWYS Alternative Provision operates a no smoking policy.
- The fire alarm is a continuous siren. If this should sound, leave the building by the nearest exit and proceed to the assembly point (netball / tennis courts).**
- **Should you discover a fire, operate the nearest alarm, and follow the exit procedure above.**

- g) Visitors must be escorted to their point of contact by a member of staff (if prior notice of the visit has been received), OR their point of contact will be asked to come to the main entrance to receive their visitor (if the visitor is unexpected).
- h) Visitors with red badges must not be unaccompanied unless expressly agreed with the Head of provision or Business Manager. The visitor's point of contact is responsible for ensuring that the visitor remains with them and adheres to IWYS Alternative Provision Health and Safety Policies while on site.
- i) If the alarm sounds all staff must immediately escort their visitors to the assembly point at the main corridor of IWYS Alternative Provision.
- j) On departing IWYS Alternative Provision, visitors should leave via the main IWYS Alternative Provision entrance and:
- Enter their departure time in the Visitors Book alongside their arrival/ entry.
 - Return identification badge to reception staff.

Unknown/Uninvited Visitors to the IWYS Alternative Provision

- a) Any visitor to the IWYS Alternative Provision site who is not wearing an identity badge, or if wearing a red badge and unaccompanied, should be challenged politely to enquire who they are and their business on the IWYS Alternative Provision site.

- b) They should then be escorted to the main IWYS Alternative Provision entrance to sign the Visitor's Book and be issued with an identity badge. The above procedures then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately.
- d) The Head of provision / Business Manager will consider the situation and decide if it is necessary to inform the police.
- e) If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave IWYS Alternative Provision site, police assistance will be called for.

Parent Helpers/Volunteer Staff and Governors

- a) All parent/ helpers, and volunteers must comply with Criminal Records Bureau procedures, completing a CRB disclosure form (if not already held) via the proprietor.
- b) The IWYS Alternative Provision must check all helpers and volunteers CRB certification is in date, enhanced and on the update service at the beginning of the academic year.

Thereafter, procedures as above should apply.

- c) New helpers will be asked to comply with this policy by the member of staff who they first report to when coming into the IWYS Alternative Provision for an activity or class supporting role.

Contractors

Contractors include people engaged to perform work who are not directly employed by IWYS Alternative Provision. In many instances work processes will be carried out near classrooms or other areas occupied by pupils or staff while IWYS Alternative Provision is in operation.

- a) It is important that good lines of communication between IWYS Alternative Provision and contractors are established before work commences to ensure that health and safety issues and supervision are appropriately managed.
- b) Appropriate supervision is deemed to be where the work is either in an area which is constantly supervised or within eyesight of a member of IWYS Alternative Provision's workforce, or where the work being carried out is physically cut off from the children by means of closed doors, fencing or gates. There should be no opportunity for children/young people to engage in conversation with a Contractor without being observed by another member of staff.
- c) Each contractor will be given a 'code of conduct' form to sign which outlines the code of conduct which should be adhered to while on site.

- d) If the IWYS Alternative Provision is concerned with inappropriate activities being undertaken these should be raised immediately with the Contractor and the IWYS Alternative Provision Business Manager.
- e) The proprietor/Directors are responsible for ensuring that a site induction, including information about safeguarding, is shared with Contractors who visit the site.
- f) The Contractor should also ensure that each employee has identification including the company name, the employee's name and Contractor's signature to be carried at all times when on site. Where possible this should include photographic identification.

Typical issues that will need to be discussed with contractors prior to work starting include:

- How will the work affect IWYS Alternative Provision activities e.g. use of heavy machinery on site, noise, dust?
- Safety arrangements the contractor will have in place.
- Vehicle & equipment movement in the Fenton Hall (IWYS site) carpark
- Timing of certain activities e.g. can it be done when pupils have left the grounds.
- Areas of IWYS Alternative Provision that will be affected e.g. appropriate barricading of work areas.
- Maintenance of essential utility services (water, sewerage, electricity, telephone contact etc).
- Managing excessive noise, dust or fumes.
- Protocols for communicating between IWYS Alternative Provision and contractor e.g. regular meetings.
- Hand-over process at the completion of the work.

These and other issues are covered by the Contractor and Works On Site policy.

Staff Development

As part of their induction, new staff will be informed of and made familiar with the policy for visitors and asked to ensure compliance with its procedures at all times.

This policy will be available to all staff and parents on the website and also included as part of the Staff Handbook.

Reviewed by - Charmaine Baines (Head of Provision)

Agreed by – Joy Baines (Director)

Agreed by – Jordan Baines (Business Manager)