FORTUNATHENA FEDERATION

Visitors in School Policy - Federation

Updating Policy Procedure

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Administrator.

When a policy reviewer becomes aware of ***any updates*** they will ask the Administrator to email the policy to them and follow the above procedure.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:	Abi Thorpe – Fortuna Justyna Smith - Federation Debra Houlton – Athena
Updated on:	March 2025
Date to be reviewed:	January 2027
Date ratified at FGM:	19/05/2025

The Fortuna and Athena Federation welcomes visitors who are not part of the school community on a daily basis. A visitor to The Fortuna and Athena Federation broadens the culture that currently exists within the schools. However, the safety of children, staff and visitors within the schools is paramount.

All visitors to Fortuna and Athena School report to the front admin office; via the front intercom. See Appendix 1 for Fortuna procedure and appendix 2 and 3 for Athena procedures.

Visitors informed that mobile phones must not to be used during their time in school once inside the doors.

Unfortunately, there are times where we may have to refuse admission if the visitor is:

- Agitated
- A perceived threat
- Under the influence of alcohol
- Appear to be misusing substances
- Verbally or physically aggressive
- Their identity is unclear or they are a known risk
- They are unable or unwilling to explain the nature of their visit to school
- If there is a belief that the visitor is in possession of a weapon

The visitor will be asked to leave the school premises and the Head of School will be informed who will take further action if necessary.

If a visitor has been allowed to enter the premises and any of the above becomes apparent the Head of School will be informed immediately and appropriate safeguarding action will be taken seeking advice from other agencies where necessary.

Appendix 1 Fortuna Front Door Procedure

- Visitors must press the buzzer to alert you of their arrival.
- Answer the buzzer via the handset.
- Ask how you can help the visitor, who are they here to see.
- Once you know they are expected, let them in to the entrance by pressing the door release button on the handset.
- Ask them to sign in using the visitors signing in book, check their ID and ask them to read privacy notice and info on signing-in sheet.
- Green visitor's lanyard for all known professionals.
- If they don't have ID or are not known, they receive a red visitor lanyard.
- Athena visitors to Fortuna are to sign in using the visitors sheet as long as they have their staff ID lanyard with them. If they do not have their ID, then they are to sign in to receive a red lanyard.
- Visitor is allowed through to the foyer, Admin will find the staff member they are here to see.
- Passenger assistants will bring their coloured collection card and Local Authority Safeguarding ID (commonly referred to as a 'green badge') to the front of the school and wait outside of the building.
- The school will ask unfamiliar taxi drivers or passenger assistants collecting the children to present their Local Authority Safeguarding ID. Should the necessary ID not be presented, the school will not be able to release the child/ren until this has been confirmed with the Local Authority Transport Team.
- It is expected that all crews always have their Local Authority ID on their person.
- If a taxi has been booked by a parent or social services, we would only ask for their ID on the door.

  Any issues please speak to your school Safeguarding leads, Hannah Keegan, Tracey Claypole or Abi Thorpe.

APPENDIX 1A

VOLUNTEER DRIVER- RED

- Drive vehicle up to 8 passengers for a Voluntary Car Service.
- May act as Passenger Assistant if not driving.

CONTRACT DRIVER - YELLOW

- May drive up to 8 passengers under an Operator Licence.
- May act as Passenger Assistant if not driving.

PRIVATE HIRE/HACKNEY CARRIAGE DRIVER- GREEN

- May drive up to 8 passengers under valid District Licence.
- May act as Passenger Assistant if not driving.

PSV DRIVER- ORANGE

- May drive any number of passengers under an operator licence UNLESS stamped UP TO 16 SEATS ONLY.
- May act as Passenger Assistant if not driving.

PASSENGER ASSISTANT- PURPLE

- May act as passenger assistant but is **not** authorised to drive on any LCC contract.

Appendix 2 Athena Front Door Procedure

- Visitors must press the buzzer to alert you of their arrival.
- Answer the buzzer via the handset situated next to the hatch in the office.
- Ask how can you help the visitor, who are they here to see.
- Do the relevant checks to ensure they are expected (speak to Safeguarding leads if unsure)
- Once you know they are expected let them in to the entrance by pressing the door release button on the handset.
- Ask them to sign in using the sign in system and check their ID.
- Check the regular visitor's folder (situated under the hatch) if they are in that folder you can give them a GREEN visitor's lanyard.
- If they don't have ID or are not in the regular visitor's folder they need a RED visitor Lanyard.
- Fortuna visitors to Athena are to sign in using the visitors sheet as long as they have their staff ID lanyard with them. If they do not have their ID, then they are to sign in to receive a red lanyard.
- Then ask the visitor to take a seat in the entrance.
- Then find the staff member they are here to see who will collect them from the entrance.
- If the visitor is a taxi driver or escort here to collect a pupil, you need to check their Badge for ID, please see the TAXI badge information. No pupil is to leave in a taxi if the driver/escort do not have an in-date badge and that are not identical to the Sample below.
- If they are not in the regular visitor's folder and will be visiting again then we will request they complete a regular visitors form for future visits.

  Any issues speak to your Athena School Safeguarding leads, Michelle Bunn or Debra Houlton

Visitors to Athena

New staff employed by Athena or Volunteers	**Educational tutors** (Organised by staff to teach children, paid by Athena)	**Individual Consultants** (suppliers paid via invoice through Athena/LCC)	**External Agencies** (not paid by Athena)	**Student Teachers at Athena**
HR administrator/CAFO to make a personnel file	Prior to tutor starting, an email to obtain clarification of checks completed by organisation (print email for file copy Pass details to HR administrator/CAFO	Complete individual consultants' paperwork: Induvial consultants at Athena form	Complete regular visitor form	Complete students at Athena paperwork, ensure DBS email/letter has been received from the university and ID checked
Insert recruitment paperwork	Office staff to verify information on form and copy ID. Pass to HR administrator/CAFO	SMT/office staff/CAFO to verify information, copy ID and DBS Pass to HR admin/CAFO	Email to obtain clarification checks by organisation. Pass to HR admin/CAFO	SMT/office staff/CAFO to verify information, copy ID and attach to form – originals to be passed onto HR admin/CAFO
Complete new starter paperwork CAFO/HR admin to check for verification and signatory checks Green lanyards to be given	HR administrator/CAFO to update SCR, add info to sign in and file documents.	HR admin/CAFO to update SCR, file documents and add to sign in.	HR admin/CAFO to update SCR, file documents and add to sign in.	HR admin/CAFO to update SCR, file documents and add to sign in.
HR administrator/CAFO to update SCR and file documents. No staff to start without satisfactory references.				

Visitors to Fortuna

New staff employed by Fortuna	Individual Consultants	External Agencies	Volunteers at Fortuna	Students at Fortuna
Business Support to collect all appropriate checks such as references and personal information	These visitors are to fill in appropriate forms upon arrival, ID will be photocopied, and Safeguarding agreement signed.	External Agencies i.e. Social Care coming to visit children unsupervised must provide ID on arrival, DBS check can be asked to be seen and verified by Front office staff if appointment was made prior and agency is willing to provide upon request.	Applicant should provide two written references, DBS check and ID if they are intending on having any degree of unsupervised contact with children. If not then Volunteers must be given a red lanyard and supervised by staff at all times.	Ensure all DBS checks have been received from universities. Ensure the students provide adequate ID on arrival, both University and personal.
Business Manager to sign of that all appropriate checks have been made in terms of safer recruitment and to phone references to check all are written by appropriate personnel from previous employer	Front Office to verify information along with potential DBS number recorded if necessary and add them to the sign in system.	Front Office to make member of SLT or CAFO aware of arrival before allowing agencies to make contact with the children.	All ID to be checked by front Office and photocopied for personal files alongside DBS number recorded.	Front Office to check this and be satisfied with ID provided, Staff to be added to file.
Information gathered to then be passed to CAFO who will file through SCR and add to sign in sheet.	All information collected and CAFO to add them to the SCR where necessary.	CAFO to update SR where necessary.	CAFO to update SR where necessary.	CAFO to update SCR and sign in sheet.
New starter to sign appropriate paperwork within the '*New Starter Pack'* files 1-9				