



# BOA Stage & Screen Production Academy

## Visitor Policy

<b>Last review date:</b>	September 2023		
<b>Next review date:</b>	September 2024		
<b>Statutory Policy:</b>	Yes		
<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Review</b>
			Annually

## Introduction

BOA Stage & Screen Production Academy welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the Academy that they make. However, to ensure that safeguarding requirements are met visitors must be made aware of and adhere to the Academy's policies and procedures, in particular Disclosure and Barring Scheme DBS checks and Health & Safety requirements. For the purposes of this policy, parents/carers are also classed as visitors.

## Principles

All Academy staff and students will be made aware of the Academy's policy for visitors. If a member of staff meets anyone in the Academy building who is not obviously a member of the Academy community and who is not wearing BOA Stage & Screen Production Academy's Visitor ID (a 'red' or 'green' lanyard), they should politely enquire of the visitor if they require help and direct them to the Reception. If a student is in any doubt of the legitimacy of the person they encounter on Academy site, they should inform a member of staff immediately.

## Procedures

In order to ensure the safety of our students and to make the most of classroom input by visitors, and to ensure that this input is appropriate, the following guidelines will be followed:

- Prior to arranging a visit, consider how the session will add value to the Academy in terms of learning and Academy management.
- If appropriate, email this policy to your visitor(s) in advance of their visit.
- Michael Penn (Vice Principal) must be informed of any planned meetings/visits in advance. The names of all visitors will be added to the Weekly Bulletin.
- Visitors should use the main Academy entrance and report to Reception on arrival. Visitors must not enter the Academy by any other entrance.
- All visitors must be asked to sign in using the EVM system at Reception, stating the purpose of their visit and who they are visiting.
- All visitors will be asked to produce formal identification.
- Contractors who provide the following services will be provided with BOA Stage & Screen Production Academy ID badges:
  - Catering
  - Cleaning
  - Security
- All other contractors should be signed in before being introduced to the Site Team who will provide relevant site access as required.
- Contractors will be expected to adhere to Health & Safety regulations and ensure that safe working practices are followed.
- All visitors are required to wear a Visitor's ID badge when on the Academy premises.
- Regular visitors working with students in the Academy are required to go through DBS procedures. The Academy will seek confirmation from organisations for representatives who visit the Academy on a regular basis that safeguarding checks including a satisfactory DBS disclosure have been completed. This information will be recorded on the Contractors tab on the Academy's Single Central Record.
- Visitors should be met at Reception and should be escorted into the Academy by the member of staff responsible for the visit, or their representative. If you are expecting a visitor after 4.15pm please ensure that you meet them at Reception, sign the visitor in on the EVM system, and escort them back to Reception, signing them out of the EVM system when they leave.

- Visitors should be made aware of the Code of Conduct for school visitors (see below), fire regulations, and any Health & Safety and Safeguarding policies and procedures (see Appendix 2).
- Visitors to the classroom should be made aware of the Academy's ethos and must comply at all times with the its policies, administrative rules and Academy procedures.
- All visitors must sign out and return the visitor's badge before leaving the site. (NB on departure, all visitors are required to enter the time of departure to meet health and safety requirements). The above procedure will be applied to all visitors to the Academy, including volunteers, work placements, contractors, members of the Board of Trustees and visitors from external agencies, such as Ofsted.

#### **Addendum to Visitors Policy: COVID-19**

In response to any recurrence of a Covid-19 pandemic, the Academy will limit the number of visitors to the Academy. Visitors will only be invited onto site if essential and should be by appointment only. Where visitors are in Academy, they must comply with the Academy's arrangements for managing and minimising risk, and maintaining social distancing from staff and students. When staff are arranging for visitors to come to the Academy they should ensure that the visitor is aware of COVID-19 symptoms, and not to come into Academy if feeling unwell or are displaying any of the COVID-19 symptoms. In addition to this, all visitors must be sent a COVID-19 pre-screening questionnaire (see Appendix 1) which they should return before their visit. If they are unable to complete and return the form before arrival then they should complete the form on arrival and hand to security for checking. All aspects of this Visitors Policy apply to visitors and particular note should be made of the following:

- Visitors must not attend the Academy should they be displaying any of the COVID-19 symptoms.
- All visitors must sanitise their hands on arrival at the Academy.
- Visitors must continue to sign in/out using the EVM system
- Visitors must wear a face covering when in indoor communal areas such as corridors and stairwells. All visitors are entitled to wear a face covering in classrooms, if they wish.
- Visitors must maintain social distancing from staff and students, wherever possible.

#### **Visitor Code of Conduct Policy**

Birmingham Ormiston Academy welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the Academy that they make. To ensure that our safeguarding requirements are met and to help ensure your time in the Academy runs smoothly, please help by reading and complying with the following rules and regulations:

1. By signing the visitor register (EVM system) you are agreeing to abide by our code of conduct.
2. Please report to Reception to sign in and out of the premises.
3. Please wear a visitor's badge at all times.
4. Value and respect different racial origins, religions, cultures and language, genders and sexual orientation.
5. Do not promote your own political or religious beliefs.
6. Confidentiality should be maintained at all times.
7. Use appropriate language and behaviour with students.
8. Physical contact with students is strongly prohibited unless overseen by a teacher, and is essential for health and safety reasons.

9. Do not be left alone with a student, unless you have the necessary clearance from a supply teacher agency.
10. If you feel in any way uncomfortable about the behaviour of a student or member of staff, please discuss this with Mr Penn (Vice Principal) or Mr Pitt (Assistant Principal). The receptionists will assist you in making contact
11. If you have been given access to the Academy's ICT systems, you will be required to comply with our Acceptable Use of ICT policy. A copy will be provided where appropriate. Check with reception where you can unload and park.
12. Only use the disabled toilet and wash room. A member of staff will direct you to the facility.
13. Please report any breakages to a member of staff.
14. If you are wearing a red visitors' badge, please do not wander around the Academy by yourself.
15. Please follow any Health and Safety guidelines that may apply.
16. For First Aid, please report to Reception.
17. Please report any accidents or incidents to Reception.
18. Please be familiar with the Academy's fire evacuation procedure, which will be made available on your arrival.
19. If you are a regular visitor to the Academy, and are working unsupervised with students, you are required to have an enhanced Disclosure and Barring Scheme (DBS) check.
20. Please be aware of the Academy's Safeguarding Policy and Procedures and of who the Designated Safeguarding Lead for Child Protection is within the Academy. The Academy's Safeguarding Policy can be found on the Academy's website and can be made available on request. If a student discloses information to you about significant harm, you should (a) listen; (b) inform the student you need to tell someone – do not promise confidentiality; (c) make accurate notes of what has been said by the student; and (d) it is not your responsibility to investigate, so pass any information on to our DSL, Derek Pitt.

BOA Stage & Screen Production Academy hopes your visit will be enjoyable, informative, valuable and safe.

Appendix 1 – COVID-19 Pre-Screening Questionnaire



The safety of our students and employees remains our overriding priority. Therefore we require this form to be completed as part of your risk assessment and our pre-screening requirements.

First Name	Last Name	Date

To prevent the spread of the Coronavirus and to reduce the potential risk of exposure to our students, workforce and visitors, we are conducting a simple questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building.

Please answer all questions with full integrity to ensure the safety of all those present		Yes	No
1	Have you been tested for COVID-19 and has that test been positive?		
2	Are you or anyone in your household currently self-isolating, shielding a vulnerable person or living with someone with an underlying health condition?		
3	Are you experiencing or have you recently experienced a loss of taste or smell?		
4	Do you have a continuous new cough and/or a temperature over 37.8 degrees Celsius?		
5	Do you have any concerns that you may have COVID-19?		
6	Do you believe you may have come into contact with anyone with, or suspected to have COVID-19?		
7	Have you complied with the government's guidance regarding social distancing and wearing of face coverings?		

If the response is YES to any of the above questions from 1-6 we will need to discuss your circumstances with the Principal which may result in your access to the building being denied.

Please sign below to confirm the integrity of the answers above:

<b>Signature</b>	
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