



ATTEND – ENGAGE - PROGRESS

‘Reality Strikes Academy provides alternative education that combines academic learning with football coaching to help young people reengage with education, through a trauma informed, nurturing environment. The vision is to foster holistic personal and emotional growth to create positive pathways into the future for young people.’

REALITY STRIKES ACADEMY

Visitor Policy

2025-26

Statement

Reality Strikes Academy assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit.

Visitors are defined as any person who does not work on the school site on a day-to-day basis (this includes school governors, but not members of the Education SLT team)

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse, or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Compass Community School recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

Responsibility

The Head of School is the member of staff responsible for implementation, coordination, and review of this procedure on their site.

Aim

To safeguard all children under this school’s responsibility during school hours.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including Police Persons, peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents, residential staff and volunteers
- All pupils
- Other Education related personnel (Inspectors and Local Authority Quality Assurance Teams)
- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

Due to complex emotional needs of the pupils in our school, visits where possible, must be arranged in advance with site leadership. Unannounced visitors may be turned away from the school if there is not capacity on site to support the visitor in agreement with this policy.

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.

At the door or reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to sign the GDPR Visitors Record Book which is kept in reception at all times making note of their name, organisation, time and who they are visiting and car registration.

All visitors will need to read the safeguarding and fire evacuation information when signing in.

All visitors will be required to wear a red visitor Lanyard (the lanyard will be a green visitor lanyard if the visitor is on the school SCR) – the lanyard must remain visible throughout their visit.

Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List or SCR.

Visits to Classrooms

During visits to classes, all visitors (including school governors) must follow the directions of the class teacher and will not be involved in any interventions with children who are struggling to regulate their behaviours.

If it is deemed appropriate by the head of school for visitors to have some understanding of the children and their plans within the class, this information will be shared before the visitor enters the classroom.

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check, and this has been registered on the School's Central Record **AND**
- b) A current clear DBS children's barred check has been undertaken **AND**



c) A letter has been received from the employer that pre-employment checks have been undertaken

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept behind reception at all times.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- A member of staff should escort the visitor to the reception.
- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the visitor lanyard to reception and depart through the front entrance.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor's lanyard should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitor's book and be issued with an identity badge.

The procedures under "Visitors to the School" above will then apply in the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Leadership Team informed.

The Senior Leadership Team member will consider the situation and decide if it is necessary to inform the police.

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 the school grounds, police assistance will be called for.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held).

Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the signing in book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Director and Chair of Governors.



Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Complaints Procedure