



Visitors Policy

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This policy has been adopted by the Mulberry Schools Trust and will be applied to all schools that belong to the Mulberry Schools Trust.

The Mulberry Schools Trust welcomes many visitors to its school each year. The purpose of the visits range from support for both the taught curriculum and Out of Hours learning to visits from those interested to learn about our work and share good practice. We are committed to ensuring that all visitors enjoy their visit and to keep them, our students and staff safe at all times.

On arrival at the school visitors are asked to complete and sign a pass that will act as their identification during the visit and of their agreement to the following statement: "The school is committed to safeguarding and promoting the welfare of children and young people, and to promoting community cohesion and expects all staff, volunteers and visitors to share this commitment".

Staff must complete the visitors form which can be found on Microsoft Teams, at least 2 days in advance to visitor(s) arrival. The Office Manager will then check the list of visitor(s) every morning and a copy of the list is held with reception. For emergency visits to the school staff must let the Office Manager know by contacting her via email or phone. Staff must ensure that all visitor(s) who require unsupervised access to students, bring their DBS and 1 photo ID with them on their arrival to Mulberry School for Girls. Staff will then photocopy their visitor(s) DBS and ID, sign and date it and then hand over the copy to HR.

For Mulberry School for Girls please email reception on admin@mulberryschoolstrust.org and mbailey@mulberryschoolstrust.org using the form below completing each section to ensure we have the full details.

Full Name	
Company/Organisation	
Visiting (Name/Dept)	
Date	
Time	
Arrangements in place to collect/meet visitor(s)	

PLEASE NOTE THAT FAILURE TO PROVIDE THE DETAILS OF VISITORS TO RECEPTION WILL RESULT IN YOUR VISITORS BEING DENIED ACCESS TO THE SCHOOL SITE.

You must provide names of any visitors due to arrive at the school to staff at Main Reception at least two days in advance

IS THE VISITOR OVER 18?

(Please note that young people aged over 18, including former Mulberry students, count as visiting adults **and the policy for adult visitors below therefore applies**)

NO

YES

POLICY FOR CHILD VISITORS

On arrival, visiting students and their teachers must either sign the visitor's book, or where large numbers make this impractical, a register must be submitted to Main Reception, signed by the Mulberry staff member responsible for the visit. All visiting students, accompanied or not, should wear a Visitor's Pass or a badge provided by Mulberry for a specific event.

- a) If students from other schools are visiting Mulberry accompanied by their teacher, this teacher must remain on the school site and supervise the students throughout the visit.
- b) If students from other schools are visiting Mulberry, unaccompanied, they must be supervised by a member of Mulberry staff. They will meet them at reception and escort them to and from the designated room as well as during the activity.

AND the following information should be obtained from their school/parent in writing:

- I. Full name of student
- II. Teacher's name and contact details
- III. Next of Kin name and contact details
- IV. Any relevant medical information
- V. Confirmation that the student's parent/carer is aware of the time and place of the activity and consents for their child to attend independently

END OF PROCESS FOR THIS GROUP

POLICY FOR ADULT VISITORS

IS THE VISITOR A ONE-OFF OR REGULAR VISITOR?

ONE-OFF VISITOR

REGULAR VISITOR

The flowchart illustrates the process for a Supervised Adult Visitor. It begins with a yellow arrow pointing down to a box titled 'SUPERVISED ADULT VISITOR'. This box contains four numbered steps (a-d) and the phrase 'END OF PROCESS FOR THIS GROUP'. A yellow arrow points from the right side of this box to a box titled 'SUPERVISED'. From the 'SUPERVISED' box, a yellow arrow points down to a box titled 'UNSUPERVISED ADULT VISITOR'. A large yellow arrow on the left side of the page points from the 'SUPERVISED ADULT VISITOR' box down to the 'UNSUPERVISED ADULT VISITOR' box.

SUPERVISED ADULT VISITOR

- a) The visitor must check-in at reception.
- b) They must read the conditions printed on the reverse of the Visitor's Pass, sign to indicate their agreement and display the badge prominently
- c) They must be supervised by a member of Mulberry staff at all times. The responsible member of staff will meet them at reception and escort them at all times during their visit.
- d) All such visitors will wear a red lanyard, which denotes they must be accompanied. They must wear this lanyard at all times.

END OF PROCESS FOR THIS GROUP

The responsible member of staff must give the visitors' name to the Finance/Personnel Officer (as well as to reception staff) in advance. Even regular visitors must not be unsupervised unless they have had the appropriate clearance – i.e. shown a valid DBS check.

SUPERVISED

UNSUPERVISED ADULT VISITOR

Evidence Requirements: If the visitor is able to meet the following requirements, then they may work with students unsupervised and may wear a green lanyard.

- a) Provide the evidence listed in **SECTION 2** below to the Finance/Personnel Officer.
- b) Read **SECTION 3: VISITORS' CODE OF CONDUCT** and sign this document, to be submitted to the Finance/Personnel Officer.
- c) Read the Mulberry School for Girls Child Protection Policy.

Visiting Teachers: If the visitor is a Teacher, and they can show ID from their school and a valid DBS check as evidence of this, they may work with Mulberry students unsupervised and do not need to provide the above evidence. They must wear a green lanyard.

Groups of Visitors: If there is a group of visitors, and if any one of them cannot provide the evidence detailed below, they must all be supervised by a member of Mulberry staff. A visitor cannot be a chaperone for another visitor, even if they meet the evidence requirements.

CAN THE VISITOR(S) MEET THE ABOVE REQUIREMENTS?

NO

YES

Please move on
To **SECTIONS 2 and 3**



SECTION 2: EVIDENCE REQUIREMENTS

**IS THE VISITOR AN EMPLOYEE/VOLUNTEER AT ANOTHER ORGANISATION,
OR ARE THEY VISITING IN A FREELANCE CAPACITY?**

**THE VISITOR IS AN EMPLOYEE/
VOLUNTEER AT ANOTHER ORGANISATION**



**THE VISITOR WORKS IN A
FREELANCE CAPACITY**



The organisation is to submit the following information confirmed in writing to the Finance/Personnel Officer:

- a) The named individual is in possession of a current, clear DBS certificate
- b) The organisation is satisfied that there is no reason why this individual should not work with children
- c) This individual has the right to work in the UK
- d) Either this individual has not lived outside the UK for more than 6 months in the past 5 years, or they have provided a Certificate of Good Character from the relevant country.

And the visitor must submit:

- e) A copy of their DBS check.
- f) A signed copy of this document which includes confirmation that the visitor has read and understood the Visitors' Code of Conduct (**SECTION 3**) and the Mulberry School for Girls Child Protection & Safeguarding Policy (separate document).
- g) A copy of a completed Mulberry risk assessment if requested (See **SECTION 3:i** below).
- h) They must wear a green lanyard.

The visitor is to submit the following evidence to the Finance/Personnel Officer:

- a) A current, clear DBS certificate
- b) Photo ID
- c) Proof of right to work in the UK (e.g. passport)
- d) Confirmation in writing that you have not lived outside the UK for more than 6 months in the past 5 years, or a Certificate of Good Character from the relevant country
- e) Two references.
- f) A signed copy of this document which includes confirmation that the visitor has read and understood the Visitors' Code of Conduct (**SECTION 3**) and the Mulberry School for Girls Child Protection Policy (separate document).
- g) A copy of a completed Mulberry risk assessment if requested (See **SECTION 3:h** below).
- h) They must wear a green lanyard.

SECTION 3: VISITORS' CODE OF CONDUCT

- a) **ID:** Always bring photo ID with you and wear your visitor's badge when on-site.
- b) **Child Protection:** Please make yourself familiar with the Mulberry Schools Child Protection Policy. If you suspect that a pupil may have experienced

physical/sexual/emotional abuse or neglect, or if a pupil expresses ideas which are a cause for concern, you have a legal obligation to inform the school immediately. If a pupil speaks to you about a matter related to child protection or safeguarding, you should never promise to keep the matter secret and you should inform staff at Main Reception that you need to speak to the Designated Person for Safeguarding of each school or a member of SLT.

- c) **Discipline:** Most Mulberry pupils are co-operative and enthusiastic learners. However should a pupil be disrespectful, abusive, consistently disruptive or endanger the health and safety of others you should in the first instance warn them verbally. If repeated verbal warnings are ignored, ask the student to leave or contact Mulberry staff for assistance. Avoid physical contact with students. You may only restrain a child if this is the only way to protect her health and safety or that of others. If you have any serious disciplinary issues you must, following the session, submit a report on the incident to the person responsible for you on your visit and the Child Protection Officer.
- d) **Photography/Filming:** You are not permitted to take images of students of any age without first consulting the person responsible for you on your visit and obtaining signed consent from a parent/carer.
- e) **Communication:** A member of Mulberry staff must be copied in to any email correspondence with students. You are not permitted to contact students through any form of social media, including Facebook and Twitter, or by phone. Please do not encourage students to themselves use social media (e.g. tweeting about a charity campaign) without first consulting the person responsible for you on your visit. You are not permitted to request the postal addresses of students.
- f) **Movement around the school site:** Please do not move around the school site away from your designated room unless necessary. While it is ok to leave the room briefly, please do not leave students alone for an extended period of time. You are not permitted to take the students to other parts of the school site other than your designated room, or off the school site, without first consulting the person responsible for you on your visit.
- g) **Working in isolation:** In running out of hours programmes, please be aware that you may on occasion be working in isolation, though there will always be staff present in the building to assist you should the need arise. To protect yourself from any accusation of wrong-doing you must: a) Avoid situations where you are alone with a single student. b) If you are working with an individual student make certain that you leave the door to the room open. c) Avoid physical contact with students unless absolutely necessary for instruction.
- h) **Risk Assessment:** If physical contact with students is necessary for instruction (such as in sports or first aid classes), if activities involve using potentially dangerous equipment (such as in cooking or technology classes), or if otherwise requested, a Mulberry risk assessment will need to be completed and submitted as required in Section 2.
- i) **Trips:** You are not permitted to take students off the school site, without first consulting the person responsible for your visit. If you would like to offer students the opportunity of a trip, please note that this must be planned in line with Mulberry policy and must be proposed at least one month in advance.
- j) **Inappropriate topics:** Avoid discussing inappropriate topics with students. These include: sex and relationships, drugs and extremism (the government has defined

extremism in the Prevent strategy as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”). The school provides a planned education curriculum on these topics; it is unnecessary and inappropriate for such issues to be discussed otherwise

- k) Health and Safety:** In case of injury or a student falling ill, staff at Main Reception must be informed that the assistance of a First Aider is required. In the case of an emergency, 999 should be called and reception staff asked to find a member of SLT. A visitor may be asked to submit a report of the incident. Should a member of school staff trained in First Aid not be available, the premises staff should be contacted.
- l) Fire Procedures:** In case the fire alarm sounds, those leading groups should ensure they have their register with them and then evacuate the building using the closest exit route. Once outside the building all visitors should proceed to the designated area and report to the member of staff on duty. If group leaders find any child is missing, senior staff should be notified immediately. No re-entry of the building will be permitted until clearance is given by from senior staff.
- m) Out of Hours Learning:** If you are running a regular lunch-time or after-school activity, please familiarise yourself with the procedures below in **SECTION 4**.
- n) Ethos:** During your time at the school, please uphold the values of the Mulberry community. We aim to support young people in developing confidence, creativity, leadership and love of learning.

SECTION 4: OUT OF HOURS PROCEDURES FOR VISITORS

- a)** Confirm the dates of your sessions with the Extended Learning Coordinator at the start of each term.
- b)** If requested, please submit a termly plan outlining the content of each session to the Extended Learning Coordinator before the launch of your programme.
- c)** Lunch-time clubs run from 1pm to 1:40pm and after-school clubs run from 3:45pm to 4:45pm unless otherwise agreed.
- d)** Take the register at every session. At after-school sessions, send a student with the register to the main office no later than 4pm. The register will be photocopied by them and immediately returned to the student to give to you. This is vital as we must know who is on-site.
- e)** Please ensure that you and student participants fill in evaluation forms at least once each academic year.
- f)** If you need to reschedule or cancel a session, please let Extended Learning Coordinator know beforehand.
- g)** Please note that for Mulberry School for Girls, if a First Aider is required after 4pm, this should be requested at Parkwood Reception, rather than Mulberry Main Reception.

I have read the Child Protection and Safeguarding Policy for Mulberry School for Girls/Mulberry UTC/Mulberry Academy Shoreditch and have read and agree to the above Visitors' Code of Conduct:

NAME:	
DATE OF BIRTH:	
SIGNATURE:	
DATE:	