



# Creative Inclusion

LEARNING STUDIO

## **Creative Inclusion: An Independent Alternative Specialist Provision**

### **Visitors Policy**

**Effective Date:** July 2025

**Approved by:** Advisory Board August 2025

**Review Date:** July 2026

## **Purpose**

We have a legal duty of care for the health, safety, security and wellbeing for all our young people and staff. This duty of care incorporates the duty to “safeguard” all from subjection to any form of harm, abuse or nuisance.

It is the responsibility of the Advisory Board and senior staff to ensure that this duty is uncompromised at all times and to ensure all staff are aware of the safeguarding procedures re visitors from the local community and outside agencies.

## **Scope of Policy**

This policy applies to:

- All staff employed by the provision
- All external visitors entering the school site during the school day or for after-school activities
- All members, governors and trustees of the group
- All parents and volunteers
- All pupils, students and young people
- Building & maintenance and all other independent contractors visiting the school premises

## **Aim(s)**

We aim to assure all visitors a warm, friendly and professional welcome to all our organisations, whatever the purpose of their visit and to ensure that this is done with safety in mind.

We also aim to provide procedures to be followed re unwanted visitors - such as people who may turn up or phone Creative Inclusion on an ‘ad hoc’ basis demanding to see or speak to people.

## **Procedures and Practice**

Creative Inclusion requires that all visitors (without exception) comply with our visitors policy and procedures. Failure so to do may result in the visitor’s being escorted from the site.

The following vetting procedures are implemented to ensure the safety and security of all young people, staff and visitors. These procedures have been carefully designed to ensure our organisations forge effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole group.

All visitors to the group may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- The reception operates a simple and visually effective safeguarding procedure for all visitors to the school. Visitors who have shown evidence of an appropriate DBS check will be given a visitor badge with a blue lanyard. All other visitors will be issued a visitors’ badge with a yellow lanyard. This provides very visual evidence to all young people and

staff on the site. Any unaccompanied visitors should be challenged if they are wearing a yellow lanyard.

### **Visitor Procedures for pre-arranged visits**

- When they arrive, the visitor must sign into the Visitor's Book where a visitor's badge will be produced to wear alongside the lanyard.
- Staff must ensure the visitor signs out when they leave the building, handing in the lanyard and badge.
- The visitors badge must be always worn whilst on the premises. The time of arrival and departure of the visitor should be noted in the system.

The visitor should be made aware that:

- Their safety and wellbeing during their visit are important to us
- As a visitor they have a legal responsibility to care for the health and safety of themselves and others
- The fire alarm is a continuous siren. If this should sound, they should leave the building by the nearest exit and proceed to the fire assembly point where they should report to the staff
- Should they discover a fire, they should operate the nearest alarm, and follow the exit procedure above
- Visitors are not permitted in classrooms unless escorted by a member of staff
- Creative Inclusion operates a no smoking/vaping policy.

### **Visitors to Classes**

We recognise that visitors in the classroom are valued for their different perspective and expertise. However, staff must be vigilant in assessing the background of individuals before committing Creative Inclusion to any involvement.

The staff member should consider how the visitor can add value in developing and supporting young peoples' education. It is important that all parties are clear about the purpose of the visit to prevent misunderstandings. The visitor's aims and values should reflect those of the group and the young people that they are visiting. The visitor should outline the content of the material prior to the visit. All staff should check with their Head of Provision before inviting visitors into the organisation.

Visitors offering counselling/support to pupils should be vetted, work within our policies, and follow our child protection procedures. Agencies should provide copies of their own guidance and procedures where relevant. Consultation with parents/carers is also a consideration as well as keeping them informed of visits. There may be incidences where parents might like their child to be withdrawn.

When negotiating a visit, the visitor should be made aware of the following points:

- How the visitors input will fit into the planned curriculum/framework (e.g. medium- and long-term plans)
- Our mission statement
- How the work relates to relevant policies, including acceptable/unacceptable language
- Whether there are clear guidelines relating to the approach of sensitive issues such as sensitivity, confidentiality and child protection

- The type of audience, outlining how the needs of all young people in terms of their age, gender, disabilities, ethnicity and religious beliefs will be met
- How the skills and teaching approaches will be used to meet the learning objectives and needs of young people
- The size/number of groups to be involved, range of ability and existing knowledge
- What space is required by the visitor e.g. room, workshop and equipment ready in advance
- How many sessions will be needed
- What type of space will be required for the session/s. e.g. room or workshop
- What the teacher/s role/s will be, e.g. observation, participation, joint representation, monitoring and evaluating input (please note that the teacher is responsible for the behaviour and discipline of the young people in their classroom)

### **Procedure if support is required (behaviour/technical)**

The teacher will take responsibility for the overall delivery of the programme to which the visitor always contributes and is present

Written confirmation of what has been agreed with copies of relevant policies should be forwarded to the visitor prior to the agreed date of visit

Charges incurred if relevant

### **Work Experience & Training Placements**

At Creative Inclusion, we offer work experience placements for adults in training as well as young people wishing to have work experience in our setting. In such cases the vetting is carried out by the applicant's host agency. Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance, together with the student's DBS clearance information, will be provided to Creative Inclusion prior to commencement of their placement. This information will be held on Creative Inclusion's Single Central Record (SCR) which records all our vetting procedures. Where students from other secondary schools seek work experience within our organisation, a statement of assurance as to their suitability will be obtained from their school.

Whilst these measures are strictly adhered to, we wish to assure all work experience and training placement personnel of our commitment to supporting their learning experience and stress that we value their contribution.

### **Advisory Board**

All Advisory Board members should sign in and out using the same system as the visitors and staff use.

### **Volunteers**

Creative Inclusion supports parents/carers and other adults who wish to work as volunteers in our school. There are two main ways of helping:

- Occasional support for events, visits or trips: these are events where parents/volunteers commit to supporting an individual event. As this is classed as infrequent contact, DBS enhanced checks are not required and permission to undertake this role is at the discretion of the Head of Provision. They will not have unsupervised contact with young people and will be fully supported by suitably qualified members of staff. However, where

such trips involve more frequent contact with young people, such as residential trips, a DBS check will be a mandatory requirement.

- Regular support in school. This is when parents/carers or other adults offer regular support to the organisation for a period. This commitment will be discussed with the Head of Provision and mutually agreed duties will be defined. All regular visitors who support in Creative Inclusion will have an induction briefing to ensure they are aware of key policies and procedures. They will not have unsupervised contact with young people and will be fully supported by suitably qualified members of staff. Volunteers will be required to undertake an enhanced DBS check prior to commencement of their work. Currently this means all volunteers who work for two or more days a week or four times within any one month will be required to complete a DBS check and their details will be held on our Single Central Register (SCR). The SCR is a document which details all adults who have regular contact with our young people. The cost of the DBS check will be met by Creative Inclusion.

## **Induction**

It is the responsibility of the Head of Provision to make new Advisory Board members aware of this policy and ensure they are familiar with its procedures. New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role. As part of their induction, new staff will be made conversant with this policy and asked to always ensure compliance with its procedures.

## **Visitors Departure from the organisation**

On departing, visitors MUST leave via reception and:

- enter their departure time in the visitor's system alongside their arrival entry
- return their visitor badge to reception

## **Contractors**

Contractors include people engaged to perform work who are not directly employed by Creative Inclusion. In many instances work processes will be carried out near classrooms, or other areas occupied by students, young people or staff while the organisation is in operation. It is important that good lines of communication with the contractor are established before work commences to ensure that health and safety issues and supervision are appropriately managed.

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 our staff, or where the work being carried out is physically cut off from the young people 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.

If the any member of staff is concerned with inappropriate activities being undertaken these should be raised immediately with the Head of Provision. It is recommended that the site caretaker confirms receipt and understanding of our safeguarding policy from the contractor. It will be the responsibility of the site caretaker to ensure, in respect of contractors coming onto the premises, that he/she carefully monitors their activity to ensure that the policy is strictly adhered to.

In all cases the contractor should ensure that each of their employees has individually confirmed that he/she has understood our safeguarding policy. The contractor should also ensure that each of their employees has identification including the company name, the employees name to be always carried whilst on site. Where possible this should include photographic identification.

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

- how will the work affect our activities e.g. use of heavy machinery on site, noise, dust and how we manage this
- contractors will need to sign the asbestos log before work commences
- safety arrangements the contractor will have in place
- vehicle & equipment movement in the premises
- timing of certain activities e.g. can it be done when learners have left the premises
- areas of our organisation that will be affected, e.g. appropriate barricading of work areas
- maintenance of essential utility services (water, sewerage, electricity, telephone contact etc)
- protocols for communicating between us and the contractor, e.g. regular meetings
- hand-over process at the completion of the work.

## **Uninvited Visitors**

If an intruder comes onto the premises, then staff should be alerted immediately. The site caretaker and Head of Provision should be contacted, and they will identify and assess the risks. The intruder will be questioned and escorted off the premises. The organisation will establish and maintain close liaison with the local police. Procedures are in place to enable a codeword to be used if necessary. The Critical Incident and Business Continuity Plan will be used immediately if any risk is identified.

If a visitor turns up to talk to a member of staff without an appointment, then they should usually be sent away having been told to make an appointment. If in doubt contact the Head of Site. The visitor may leave appointment times with the office staff that will pass these times onto relevant staff member.

## **Visitors who display inappropriate behaviour**

The Head of Provision should be alerted, and the visitor should be escorted immediately to reception. If necessary, the police should be called. The incident should be recorded.

## **Infrequent visitors**

Infrequent visitors such as artists, authors and theatre companies should be fully always supervised and will not be required to submit DBS verification.

## **Other useful documents**

Safeguarding Policy  
Whistleblowing policy  
Complaints policy  
First Aid policy  
Health & Safety Policy