



## SENDAT POLICY

This policy is reviewed biennially by the  
Provision, Standards and Attainment (PSA) Committee.

To be read in conjunction with but not limited to:

- SENDAT Safeguarding and Child Protection policy
- SENDAT policy for management of contractors working on SENDAT sites

and other relevant policies and procedures

### History of Document

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## SENDAT Visitor and Volunteer Policy

### 1 STATEMENT OF INTENT

- 1.1 SENDAT is a Multi Academy Trust specialising in the care and education of young people with Special Educational Needs and Disabilities. This policy should be considered in the light of this context and the complexity of need that is accommodated within the Trust and its constituent Schools / Alternative Provisions (APs).
- 1.2 The SENDAT Board of Directors recognises the entitlement of a work/life balance for all staff colleagues as established in their terms and conditions of working. Consequently, this policy has been workload impact assessed (see Appendix ) and SENDAT Schools/APs will organise all activities relating to this policy within normal working hours.
- 1.3 The SENDAT Board of Directors is committed to ensuring that this policy is applied in a way that is fair and non-discriminatory.

### 2 INTRODUCTION

- 2.1 The Visitor and Volunteer policy is for the safety of our students and staff and we ask for co-operation from staff, students, visitors and volunteers.
- 2.2 This policy seeks to ensure that staff are aware that visitors and volunteers can make an important contribution to the life and work of SENDAT and its constituent Schools / Alternative Provisions (APs). Visitors themselves can benefit from contact with the pupils and staff.
  - We welcome all parents and visitors to SENDAT sites which are all non-smoking site. Parents and visitors are required to access the School/AP via the main entrance and report to the reception desk (SENDAT Trust offices) or to the School/AP front office to sign in. Visitors should not access the School/AP by any other entrance.
  - All visitors must wear a visitor's badge (with the exception of parents and carers on Parent's Evenings).



- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the front office for registration.
- SENDAT reserves the right for all its constituent Schools / APs to refuse entry or terminate a visit at any time

### **3 VISITORS WORKING WITH CHILDREN**

#### **3.1 Visitors working with children includes (but not limited to):**

- Supply teachers
  - Sports coaches
  - Specialist Therapists
  - Educational Psychologists
  - Social Workers
  - Volunteers.
- 3.2 Unless the visit is expected or the visitor is well known to the person admitting them, authority to admit them must be obtained from a member of the Senior Leadership team (SLT) and their identity should be confirmed.
- 3.3 Visitors who have been invited into a SENDAT School/AP to work directly with students should be required to complete a visitor's checklist with the organising member of staff while the visit is being planned. This will ensure that School/AP has appropriate personal information on the visitor and that there are clear guidelines for the session to be delivered. (See attached checklist template at Appendix 1).
- 3.4 While we are aware of the benefits that volunteers can offer SENDAT Schools/APs, it is vital that appropriate checks are carried out to ensure that our students are safeguarded.
- 3.5 Potential volunteers should be interviewed by a member of the Senior Leadership team to assess their reasons for volunteering and where their skills could be most useful. Potential volunteers will also need to provide proof of identity and have a satisfactory Enhanced DBS check.
- 3.6 Once the volunteer has been allocated to a department / Key Stage (KS) the AHT/KS Lead or Head of Department should undertake an induction programme appropriate to the nature of the work being undertaken.
- 3.7 Volunteers should not be left alone with a student or group of students.
- 3.8 All regular visitors or volunteers will need to complete an Enhanced DBS check. In this context, 'regular' means once a week or more, or 4 days or more in any 30-day period.
- 3.9 All SENDAT Directors and Local Academy Board (LAB) members are required to complete a satisfactory DBS check.
- 3.10 On occasion visitors who have not been DBS checked may come into a SENDAT School/AP on a one-off basis to deliver sessions to students. Such visitors must be supervised by a member of School/AP staff at all times.



- 3.11 Teaching staff should be aware of the DBS status of any visitors working with their students.

#### **4 VISITORS ATTENDING SENDAT SITES FOR OTHER REASONS**

- 4.1 Please see also the SENDAT policy for management of contractors on SENDAT sites:

<https://priorsuffolksch.sharepoint.com/sites/SENDATEMPLOYEEINFORMATIONHUB/Shared%20Documents/Forms/AllItems.aspx?viewid=af03f71c%2D986a%2D42dd%2D86fe%2Dc63e92929d9b&id=%2Fsites%2FSENDATEMPLOYEEINFORMATIONHUB%2FShared%20Documents%2F01%20HR%20Finance%20S%26P%20H%26S%20policies%20%2D%20staff%20shared>

- 4.2 Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of the SLT must be obtained. The visitor must sign in at the front office in the normal way and will be issued with a visitor badge.
- 4.3 All visitors must be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the School/AP's knowledge of them.
- 4.4 **Escorted visitors** – this applies to parents and carers, prospective parents, job candidates and anybody not in previously mentioned categories.
- 4.5 Visitors who may have difficulty evacuating the School/AP building in the event of an emergency should be offered an escort (if they are not already escorted). If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility.

#### **5. SCOPE**

- 5.1 This policy does not apply to attendees at School/AP events such as:

- Parents' evenings
- Awards ceremonies
- Student performances
- Exhibitions
- Sports days
- Coffee mornings
- Information evenings (such as relating to trips/visits)



## APPENDIX 1

### CONTRACTORS / CONSULTANTS / SPECIALIST THERAPISTS SAFEGUARDING INFORMATION

(To be completed by individual upon arrival for their **first visit**, in all cases where DBS information has not been provided and verified in advance). Completed form should be retained at Reception for future reference. Photo ID should be checked at the start of **every visit**.

**Date:**

**Time of arrival:**

<b>NAME:</b>	
<b>EMPLOYING ORGANISATION</b>	
<b>ADDRESS OF EMPLOYING ORGANISATION</b> (or home address in independent provider)	
<b>EMPLOYING ORGANISATION</b> tel and email contact details	
<b>EMPLOYING ORGANISATION</b> – name of contact	
<b>REASON FOR VISIT</b>	
<b>DURATION OF VISIT</b>	
<b>RECEIVING / SUPERVISING MEMBER OF STAFF</b>	
<b>DBS Disclosure number:</b>	
<b>Name on certificate:</b>	
<b>DOB on certificate:</b>	
<b>Date of issue:</b>	
<b>Photo ID checked</b>	<b>Checked by:</b>



**APPENDIX 2**

**WORKLOAD IMPACT ASSESSMENT CHECKLIST**

<b>CHECKLIST</b>	<b>YES/NO</b>
This policy complies with and is consistent with the contractual entitlements of all staff colleagues affected by this policy, either directly or indirectly.	Yes
This policy and any related procedures was introduced following full consultation with staff and recognised TU representatives.	Yes
This policy and any related procedures include a specific statement regarding workload impact.	Yes
The impact of this policy and related procedures is that they have not added additional hours of working.	Yes
This policy does not duplicate any other existing SENDAT policy.	No
All policies are regularly reviewed in order to assess whether they are outdated and/or unnecessary.	Yes
All SENDAT Schools / APs have identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.	Yes
All staff colleagues affected by this policy will be trained where necessary to ensure the policy and any related procedures will not increase workload to an unacceptable level.	Yes
This policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.	Yes