



## Harmonize Academy

### Visitors to Harmonize Academy Screening Procedures

Document Information	
<b>Visitors to Harmonize Academy Screening Procedures</b>	
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Responsible Harmonize Academy Manager	Carl Parkinson Vice-Principal Designated Safeguarding Lead
Date approved by Governing Body	
Signed (by or on behalf of Governing Body)	
Policy review date	August 2019

# **SAFEGUARDING ADVICE and SCREENING PROCEDURES FOR VISITORS AND VOLUNTEERS**

In accordance with our Screening Procedures Document, the following conditions apply:

**ALL VISITORS WILL BE ASKED TO SIGN IN and BY SIGNING YOU ARE COMPLETING OUR SAFEGUARDING DECLARATION which states:**

*If applicable, since producing a DBS Certificate/ identity photo card, the safeguarding status of the visitor who has signed has remained unchanged.*

**VISITORS MAY BE ASKED TO COMPLETE THE VISITOR SCREENING DOCUMENT ESPECIALLY WHEN THEY ARE UNABLE TO PRODUCE A DBS CERTIFICATE.**

They will be issued with a 'Visitor's Badge' but must be supervised by staff at all times.

## **REGULAR VISITORS and ONE OFF VISITORS WORKING WITH CHILDREN**

*For example, Psychologist, School Nurse, Careers Adviser*

- Only those visitors who have produced a current DBS Certificate which has been issued in the last two years plus photographic proof of identity are allowed to work unsupervised with students. All other visitors must be escorted and supervised at all times.
- The 'Regular Visitors' Book and the One off visitor sign in book will contain a declaration to the effect that, 'Since producing the DBS Disclosure Certificate and identity photo card, the safeguarding status of the visitor has remained unchanged'.
- Once their DBS Certificate {or letter from the Local Authority line manager, confirming that checks have been made} and photographic proof of identity have been presented, regular visitors can be issued with a photo-ID badge indicating that they are a DBS Checked Visitor. This badge must be collected from and returned to reception on each visit to Harmonize Academy and signed for in the 'Regular Visitors' Book each visit.
- All one-off visitors will be issued with a 'Visitor's Badge'
- Visitors will need to read Harmonize Academy's Staff Code of Conduct, Child Protection Policy and Part 1 of the DFE's Guidance, 'Keeping Children Safe in Education' available on the School's website.
- If visitors have any concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child, discuss your concerns without delay with the Designated Safeguarding Lead.

## **GENERAL VISITORS NOT WORKING WITH CHILDREN**

In accordance with our Screening Procedures Document the following applies:

- General visitors may be issued with a 'Visitors Badge' but must be supervised by staff at all times. Schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day or performance.)
- The Principal will use her professional judgment about the need to escort or supervise visitors.

## **CONFIDENTIALITY / DATA PROTECTION in compliance with GDPR, 2018**

For visitors to Harmonize Academy, their details are recorded on the sign-in sheet or the screening document, including DBS certificate number, date of issue, copy of photographic ID and initials of the member of staff who saw it, will be kept in one central file (not the Harmonize Academy single record) and subject to data protection regulations. (N.B. Persons signing the 'Screening Document' may disclose their work address providing they are visiting Harmonize Academy on behalf of their service rather than their home address, if they wish).

**ANY VISITOR OR VOLUNTEER WHO REFUSES TO COMPLETE THE SCREENING DOCUMENT OR COMPLY WITH THE ABOVE CONDITIONS WILL BE REFUSED ENTRY TO THE SCHOOL.**

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Mr Carl Parkinson, Vice-Principal, Designated Safeguarding Lead

September 2018