Mulberry
Academy Hastings

Visitors to the School Policy

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Version Control

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No.	Dd/mm/yyyy	

Visitors to the school

The school is committed to safeguarding and promoting the welfare of children and young people and we expect everyone to share this commitment.

Reception requires 24 hours' notice of all expected visitors. Please email reception using the email address reception@mulberryhastings.org and provide the following information:

- Full name
- Company or organisation
- Who they are visiting (name of staff member)
- Date and time
- Arrangements in place to collect or meet visitor(s)
- Whether the visitor requires unsupervised access to the school or students. If yes, include a letter of assurance.

If your visitor(s) is to commence regulated activity or they are likely to need unsupervised access to the school or students, you will need to ensure they bring their original enhanced Disclosure and Barring Service (DBS) certificate and photo ID (e.g. passport or driving licence) to the HR team, prior to or on the day of the visit. Social workers and other agreed professionals of ESCC will be able to provide their professional ID badge as evidence that relevant checks have been undertaken by their employer or relevant body. HR can advise if staff require clarification.

Visitors are expected to sign in and out using the InVentry sign in system in reception and to display a visitor's badge whilst on the school site. Any individual who is not known or is unidentifiable will be challenged for clarification and reassurance.

Red lanyard and visitor badge – For visitors who have not been the subject of an enhanced DBS and barred list check. A person wearing a red lanyard must not be left unsupervised on the school premises under any circumstances and will be accompanied by a member of staff wearing an academy lanyard.

Green lanyard and visitor badge – For visitors who have an appropriate enhanced DBS and barred list information check. Wearers do not need to be supervised whilst on school premises.

Due to limited parking facilities at the school, staff are advised to inform visitors that they may need to park off-site if no spaces are available. In some cases, it may be possible to reserve a parking space in advance, which can be arranged through the Office Manager.

Whilst there is no official dress code for visitors, clothing should be appropriate for an educational environment and for the activity being undertaken.

Children are not permitted to accompany visitors unless they are directly connected with the visit.

The school operates a 'No Smoking Policy' which includes both smoking and vaping, and applies to the entire school site, including the car park.

Mulberry Academy Hastings is part of the Mulberry Schools Trust which is a charitable company limited by guarantee registered in England and Wales (Company No. 10035860).
Company's registered office: Mulberry Schools Trust, Richard Street, Commercial Road, London E1 2JP