



'Living, Learning and Growing in the Love of God'

Visitors' Procedures

Visitors to the Academy screening procedures

All visitors to the academy will be asked to sign in, visitors will be provided with a 'visitor's badge'. This must be worn at all times, while in the academy. The visitor will also be supervised 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 performance). The Headteacher will use her professional judgements about the need to escort or supervise visitors.

Protocols for the selection of Consultants and Partnership Working

The academy selects professionals to work with staff and students on a single and multiple visit basis using the following criteria.

- Identified need within the academy
- Specific area of expertise including qualifications
- Previous experience of working with children
- References and testimonials
- Approval by Hull Safeguarding Board where appropriate
- Best value and measured outcomes over a specific period of time

Single visits including working with children

One off visitors will be asked to sign in and issued with a 'visitor's badge'. Only those visitors who have produced a current DBS Certificate plus photographic proof of identity are allowed to work unsupervised with Newland St John's children. All other visitors must be escorted and supervised at all times.

Regular visitors to the Academy

Only those visitors who have produced a current DBS Certificate and photographic proof of identity are allowed to work unsupervised with children. In some instances, letters from employers of regular visitors to confirm that their employees have satisfied safer recruitment processes, including a DBS check, will be accepted. In either circumstance, all visitors will have to produce photographic identification on arrival.

Confidentiality/Data Protection

For all staff, once DBS and I.D documents have been presented, a record will be taken of the DBS Certificate number and the date when the DBS was issued, the date when it was seen by the Academy staff and the initials of the member of staff who saw it. These details will be kept on the Academy 'Single Central Register'. If an employer letter is obtained, the date of this will be recorded on the Single Central Record.

February 2020

To be reviewed February 2022