

THE EDUCATION VILLAGE ACADEMY TRUST



Visitor Policy

EVAT Version Control Document

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V5.2	14.10.23	Dean Barnett		Update Trustee / Governor procedures	TDG	18.10.2023

Monitoring and review

This policy is reviewed every **two years** by the Policy Owner: **Dean Barnett**
The scheduled review date for this policy is **October 2025**

Values and Ethos

Our values and ethos are inclusive and child centred. Our Trust is founded on the principles of inclusivity, diversity and fairness, and they are fundamental to our delivery of exceptional learning experiences.

EVAT stands for:

- **E**xcellence and high standards
 - a can-do culture and no-excuses ethos
- **V**alues driven with a deep sense of purpose
 - putting children and young people first
 - behaving ethically
- **A**mbition and aspiration for all
 - irrespective of background or barriers – being truly inclusive
- **T**eamwork
 - we do more, better and faster, together

We are a village. We collaborate, with our learners, their families and our communities, to provide exceptional education so that all the children and young people we serve achieve the best possible outcomes.

Our Ethos is to:

- Create a nurturing and friendly atmosphere and provide an environment where everyone feels valued for who they are
- Bring out the best in every child and young person and meet the full range of their individual needs
- Provide different and unique experiences, challenges and activities
- Show tolerance and respect for each other
- Prepare our children and young people for lifelong learning
- Improve the life chances of every child and young person we serve.

This policy, and its associated procedures and protocols, are based on these key principles.

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N.B. Where reference is made to an 'Academy' or a 'School' the intention is that the policy is universal and applies to both. Any reference to Principal may also include Executive Principal, Head of School or another member of ELE or SLT.

Statement of Intent

This policy is designed to outline the Education Village Academy Trust's policy regarding visitors to our premises.

This policy will enable our Trust to:

- Safeguard and protect the welfare of pupils, staff members, parents/carers and other visitors.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

The Education Village Academy Trust encourages close links with parents and the community. Visitors are welcome. They make a contribution to the life and work of the academies in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. We believe that pupils benefit when the relationship between home and school is a positive one.

Our trust has high expectations of all those who visit our academies. Visitors who wish to present information to groups of staff, pupils or members of the public, must share the subject of their presentation and intended message, with a senior leader in the respective academy.

The vast majority of visitors to our schools and academies are keen to work with us and are fully supportive of the school or academy.

However, on the rare occasions when a negative attitude towards the academy/school is expressed, this can result in aggression, threatening behaviour, verbal and/or physical abuse towards a member of the school/academy community.

Our Trust expects and requires staff to behave professionally in these difficult situations, and to attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues and services. However, all members of the Trust community have the right to work without fear of violence and abuse.

We expect visitors to behave in a reasonable way towards other members of the school or academy community.

It is the academies' responsibility, however, to ensure that the security and welfare of its staff and pupils is not compromised at any time. The Trust is equally responsible to the whole Trust community for ensuring that visitors comply with policies.

This policy highlights positive behaviour that would be expected from visitors to one of our sites, and also outlines the steps that will be taken where a visitor's behaviour is unacceptable.

Plan Remit

All Trust premises are covered by this plan.

Legal Framework

Statutory Legislation and Guidance

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Keeping Children Safe in Education DfE 2023
- Education Act 1996
- PREVENT Strategy 2019

Trust Policies and Procedures

This policy is to be read in conjunction with the following Trust policies and procedures:

- Safeguarding and Child Protection Policy
- Health and Safety Policy

Aims

It is our aim to safeguard all children under the Trust's responsibility both during school time and in extra-curricular activities which are arranged by its Academies. The ultimate aim is to ensure the pupils of The Education Village Academy Trust can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to our premises which is understood by all staff, governors, parents and other visitors and conforms to child protection guidelines.

The Trust is deemed to have responsibility for its pupils anywhere on the Trust sites, during normal school hours, during after-school activities and on school-organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the Trust
- All external visitors entering any Trust site during the school day or after school activities up until 4:15pm, after which time visitors transfer to PFI Community Bookings (including peripatetic tutors, sport coaches and topic-related visitors e.g. business people, authors, artists, journalists etc)
- All Trustees and governors of each academy
- All parents/carers and volunteers
- All pupils
- Other professional visitors (Local Authority staff, Ofsted inspectors etc.)
- Building and maintenance contractors
- Independent contractors who may transport pupils on minibuses or in taxis

Visitors Invited to the Trust

This guidance applies to all visitors, including Trustees and governors, invited to all Trust sites.

- Trust staff are to inform their school Main Reception of their visitors 24 hours before the visit. If it is not possible to provide 24 hours' notice, due to visitors arranged outside this timeframe, then the details must be provided as soon as possible once known.
- All visitors must report to the school Main Reception first. They must not enter the school via any other entrance under any circumstances.
- At Main Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce Professional visitors will be asked to provide a form of photo identification to confirm their identity.
- All visitors will be asked to sign in using the **Visipoint** touchscreens and agree to safeguarding, H&S, and Evacuation requirements whilst on school premises.
- All visitors will be made aware of relevant Trust policies, including those in relation to health and safety, reporting a concern and emergency procedures.
- All visitors will be advised that the Trust sites are non-smoking/vaping and smoking/vaping is not permitted anywhere within all premises grounds.
- All visitors must wear an EVAT visitor lanyard/badge. This lanyard/badge must remain visible throughout their visit.

All Visitors to EVAT premises

- Red lanyard –
 - Visitors **Not** on the approved visitors list
 - These visitors **must** be always escorted around the site.
 - Main Reception staff will contact the host to collect their visitor from the Main Reception
 - It is the responsibility of the host to always pick up their visitor and escort around the site/meetings etc.
 - The Host must escort their visitor back to the Main Reception at the end of the visit.
 - Red lanyard visitors **must not** be allowed to move about unaccompanied at any time. The host is responsible for their visitor while they are on site
 - It is the responsibility of **ALL** trust staff to challenge any visitors who have been issued with a red lanyard if they are found unescorted anywhere on Trust premises.

- Green lanyard –
 - Visitors **On** the approved visitors list
 - These visitors do not have to be escorted around the site. **However, these visitors cannot themselves escort a red-lanyard visitor around the site.**
- In the event of a fire alarm/drill, the visitor should be accompanied to their host's assembly point. Their details should then be passed to the Main Reception via radio so that they are accounted for. The visitors should not be directed to the Main Reception
- On departing the school, visitors should leave via Main Reception, sign out and return their visitor lanyard/badge.

Approved Visitors List

Each school reception will hold an approved visitor list for all visitors who frequently visit the Trust to undertake work within the academies (including contractors, short-term supply staff and student teachers). This approved visitor list will be provided by the Trust HR department on a weekly basis.

To qualify for this list, the visitor must have demonstrated, prior to the visit, the following information:

- DBS Information (DBS Certificate Number and Issue Date)
- Form of photo identification
- Safeguarding letter completed by the employer.

In the event that the visitor is self-employed, the Trust's HR department will complete the checks outlined on the safeguarding letter.

The above information must be recorded on the Trust's Single Central Record (SCR).

Visitors Whose Purpose is to Work with Pupils in Some Capacity:

Visitors may work with pupils in a variety of capacities, for example to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one-to-one basis (e.g. Children's Services or health professionals).

- Staff should ensure all normal visitor guidance requirements are followed.
- Any visitor with a red lanyard, **must not be alone with pupils at any point**. This includes whole-class or small-group teaching or one-to-one interviews of pupils or escorting by pupils around the building. Any visitor with a green lanyard may work with pupils unaccompanied by another member of staff. At times, this might be teaching a class or a one-to-one interview.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' agreement at appendix 8.

Use of External Agencies and Speakers

The Trust encourages the use of external agencies or speakers to enrich the experiences of our pupils; however, the Trust will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the Trust's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the academy curriculum, so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers must read the Visiting Speakers' Agreement (Appendix 8).

Each school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and EVAT values.
- Any messages communicated to pupils are consistent with the ethos of the academy and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Any messages communicated to pupils comply with the requirements of the Public Sector Equality Duty, and therefore do not discriminate against any individual(s) with protected characteristics.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory message or duplication.
- Activities are matched to the needs of pupils.

We recognise, however, that the ethos of our trust is to encourage pupils to understand opposing views and ideologies appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability, but also to help pupils develop the critical thinking skills needed to engage in informed debate.

Unknown/Uninvited Visitors

- Any visitor to a Trust site who is not wearing an identify lanyard/badge should be challenged politely to enquire who they are and their business on the site
- They should then be escorted to Main Reception to sign in and be issued with a visitor lanyard/badge.

- In the event the visitor refuses to comply, they should be asked to leave the site immediately and a member of Executive Leadership Team (ELT) Senior Leadership Team (SLT) or Trust Health & Safety and Premises Manager should be informed immediately.
- The Principal and/or members of the Senior Leadership Team and/or Trust Health & Safety and Premises Manager will consider the situation and decide if it is necessary to inform the Police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and will be warned that if they fail to leave the Trust grounds, Police assistance will be called for.

Board of Trustees and Governors

- All EVAT Trustees and governors have DBS clearance.
- Trustees and governors are to wear their orange-coloured lanyard/badge at all times.
- Trustees and governors will be the responsibility of the staff member whom they are visiting.
- New Trustees and governors will be made aware of the policy and familiar with its procedures as part of their induction.
- If Trustees and governors are required to evacuate, they should accompany their host to the nearest muster point.

Student Access

All Academy pupils are to enter and exit through their dedicated entry points at the start and end of the school day. Any pupil arriving late (after gates locked) or leaving for appointments must sign in/out with visitor reception staff.

Under no circumstances are students to use the visitor reception as a means of access/exit without prior agreement with the Community/Reception Manager.

Staff Development

As part of their Health & Safety Induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.

Positive conduct that is expected whilst visiting the school/academy site:

We expect visitors to show respect and concern for others by:

- Supporting the respectful ethos of our Trust by setting a good example in their own speech and behaviour towards all members of the school or academy community and share in advance the content of their presentation with relevant staff members.
- Working together with staff for the benefit of the pupils. This includes approaching the school or academy to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution.
- If you are a parent/carer, correcting your own child's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Respecting the school or academy environment.
- Following the parking rules and doing the right thing when delivering and collecting children from a school or academy.

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the Trust community.

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone.
- Speaking in an aggressive/threatening tone.
- Physically intimidating, e.g., standing very close to another person.
- The use of aggressive hand gestures/exaggerated movements.
- Physical threats.
- Swearing.
- Pushing.
- Hitting, e.g., slapping, punching or kicking.
- Spitting.
- Discriminatory comments or intention to share content of an extremist nature.
- Breaking or attempting to break the school's security procedures.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, unacceptable behaviour may result in the Police being informed of the incident and to assist in the removal of individuals from the premises, where necessary.

Procedures

When a visitor behaves in an unacceptable way during a telephone conversation, staff at the school or academy have the right to terminate the call. The incident will be reported by staff to a member of the Trust Executive Leadership Team. The school reserves the right to take any necessary actions to ensure that members of the school/academy community are not subjected to verbal abuse. The school/academy may warn the aggressor, ban them from the school or academy site, and/or contact the Police in cases where criminal activity has believed to have taken place, including where visitors have attempted to discuss or share material related to extremist ideology.

When a visitor behaves in an unacceptable way in person towards a member of the school or academy staff a member of the Trust Executive Leadership Team will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedure should be followed.

Where all procedures have been exhausted, and aggression or intimidation continues, or where there is an extreme act of violence, the discussion will be terminated, and the visitor will be asked to leave the school immediately. The police will be called if necessary. A visitor may also be banned from the school premises for a period of time, which will be determined by the school.

The member of staff who is involved in the incident will complete an Incident Report Form (Appendix 1) and pass it on to the Principal of the academy/school where the incident took place. Further details are to be attached to the Incident Report in a statement when required. The Principal will inform the Trust CEO.

Prior to being banned, the following step will be taken:

The school/academy may in the first instance warn the individual that they are at risk of being banned from the premises and seek reassurance about future behaviour. If reassurance is not forthcoming, then the school will process as in 1 below including details of how long the ban will last. Depending on the severity of the offence, the school may impose an immediate ban as in 1 below.

If an individual is to be banned the following steps will be taken:

1. The individual will be informed, in writing that he/she is banned from the premises, subject to review, and what will happen if the ban is breached, e.g., Police involvement.
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the Police will be included.
3. Where appropriate, arrangements for pupils being delivered to, and collected from the school/academy gate will be clarified.

Where it is necessary to instigate Stage 2, as detailed below, the Trust Chief Executive (CEO) will liaise with, and act on behalf of, the Trust Board of Trustees (BoT).

Reviewing the Policy

The Board of Trustees, the Chief Executive, Principals and the Trust Estates Manager will continually monitor the effectiveness of this policy. Any necessary amendments will be made accordingly.

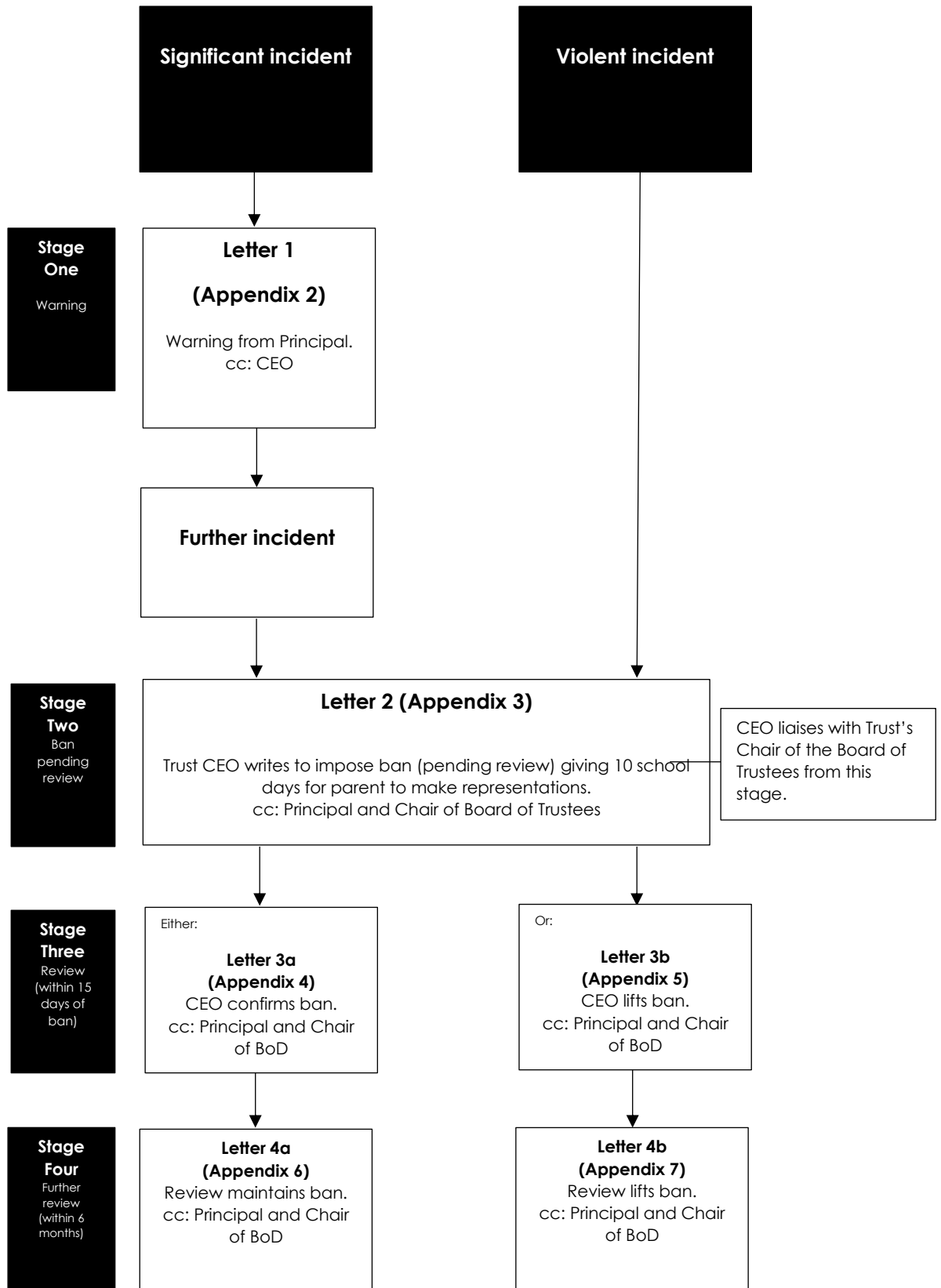
Any changes made to this policy will be communicated to all members of staff.

Public Sector Equality Duty (Equality Act 2010)

In preparing or amending this policy, the author has given due regard to the Public Sector Equality Duty; that is, they have considered any potential impact on people who share certain protected characteristics. These protected characteristics are defined as: race, disability, sex, age, religion or belief, sexual orientation, pregnancy and maternity and gender reassignment.

Flowchart of Procedures

If an individual requires to be either warned or actually banned from Trust premises the following flowchart should be followed.



Appendix 1 – Incident Form

The incident form can be found on the Durham County Council Health & Safety portal:

https://myforms-durham-dash.achieveservice.com/en/service/Corporate_Accident_Report_Form

Appendix 2 – Letter 1 – Warning letter to be sent by Principal of School/Academy

Dear

I have received a report about your conduct at the school/academy on **(enter date and time)**.

(Add factual summary of the incident and of its effect on staff, pupils and/or other parents.)

I must inform you that the Trust Board of Trustees will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils.

Therefore, if, in the future, I receive any reports of conduct of this nature I will be forced to consider removing your licence to enter the school grounds and buildings. If you do not comply with that instruction, I will be able to arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

Nevertheless, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received about your conduct.

These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct.

To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by **(state date ten working days from the date of letter)**.

Yours sincerely

Principal

Appendix 3 – Letter 2 – Imposing ban pending review, from the CEO

Dear

I have received a report from the Principal at **(insert name)** School/Academy about your conduct on **(enter date and time)**.

(Add factual summary of the incident and of its effect on staff, pupils and/or other parents.)

I must inform you that the Trust's Board of Trustees will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils.

On the advice of the Principal, I am therefore instructing that until **(add date)** you are not to reappear on the premises of the school. If you do not comply with this instruction, I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

In the case of a primary school include: For the duration of this decision, you may bring your son(s)/daughter(s) **(complete as appropriate)** to school and collect them/him/her **(delete as appropriate)** at the end of the school day, but you must not go beyond the school gate.

In the case of infant children, also insert: Arrangements have been made for your **(delete as appropriate)** son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the school's staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the Principal. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by **(state date ten working days from the date of letter)**.

If on receipt of your comments I consider that my decision should be confirmed, or extended, you will be supplied with details of how to pursue a review of the circumstances of your case.

In any event, the decision to withdraw your licence to enter the school premises will be reviewed by **(complete as appropriate)**. That review will take account of any representations that you may have made and of your subsequent conduct.

Yours sincerely

Appendix 4 – Letter 3a – Updating a banning letter, from the CEO

Dear

On **(give date)** I wrote to you informing you that on the advice of the Principal, I had withdrawn permission for you to come onto the premises of **(insert name)** Academy/School until **(insert date)**. To enable the Board of Trustees to determine whether to confirm this decision, or to impose it for a longer period, I gave you the opportunity to give your written comments on the incident concerned by **(give date)**.

I have not received a written response from you / I have now received a letter from you dated (insert the date), the contents of which I have noted. **(delete either sentence as appropriate)** In the circumstances, and after further consideration of the Principal's report, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed/extended. **(delete as appropriate)** I am therefore instructing that until **(insert date)** you are not to come onto the premises of the academy/school without the prior knowledge and approval of the Principal. If you do not comply with this instruction, I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.

Notwithstanding this decision, the Principal and staff at **(insert name)** Academy/school remain committed to the education of your child/**children (delete as appropriate)**, who must continue to attend school as normal **insert in the case of a primary school:** under the arrangements set out in my previous letter.

The Board of Trustees will take steps to review the continuance of this decision by **(give date)**. When deciding whether it is necessary to extend the withdrawal of permission to come onto the academy/school's premises, the Board of Trustees will take into account the extent of your compliance with the decision, any appropriate expressions of regret and assurances of future good conduct received from yourself and any evidence of your co-operation with the academy/school in other respects

You have a right to a review of the circumstances of this case by the Trust Board of Trustees. Any correspondence in relation to requesting a review should be sent to **(insert contact information)**.

Yours sincerely

CEO

Appendix 5 – Letter 3b – Updating a banning letter, from the CEO, withdrawing ban

Dear

On **(insert date)** I wrote to you informing you that, on the advice of the Principal, I had temporarily withdrawn permission for you to come onto the premises of **(insert name)** Academy/School.

To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by **(insert date)** I have not received a written response from you / I have now received a letter from you dated **(insert date)**, the contents of which I have noted. **(delete either sentence as appropriate)**

In the circumstances, and after consulting with the Principal, I have decided that it is not necessary to confirm the decision, and I am therefore restoring to you the permission to come onto the school premises, with immediate effect.

Nevertheless, I remain very concerned at the incident which occurred on **(insert date)**, and I must warn you that if there is any repetition of your behaviour on that occasion, I shall not hesitate to withdraw permission for you to come onto the premises.

Yours sincerely

CEO

Appendix 6 – Letter 4a – From the CEO, following formal review of a banning letter, extending ban

Dear

I wrote to you on **(insert date)** withdrawing permission for you to come onto the premises of **(insert name)** Academy/School until **(insert date)**.

In that letter I also advised you that I would take steps to review this decision by **(insert date)**. I have now completed the review.

However, after consultation with the Principal, I have determined that it is not yet appropriate for me to withdraw my decision. **(Give a brief summary of reasons)**

I therefore advise that the instruction that you are not to come onto the premises of **(insert name)** Academy/School without the prior knowledge and approval of the Principal remains in place until **(insert date)**.

I shall undertake a further review of this decision on **(insert date)**.

If you are dissatisfied with this decision, you have a right to request a review of the decision by the Trust Board of Trustees. Any correspondence in relation to requesting a review should be sent to **(insert contact information)**

Yours sincerely

CEO

Appendix 7 – Letter 4b – From the CEO, following formal review of a banning letter, ending ban

Dear

I wrote to you on **(insert date)** informing you that I had withdrawn permission for you to come onto the premises of **(insert name)** Academy/School until **(insert date)**.

In that letter I also advised you that I would take steps to review this decision by **(insert date)**. I have now completed the review.

After consultation with the Principal, I have decided that it is now appropriate to change that decision and I am therefore restoring to you the permission to come onto the academy/school premises, with immediate effect.

I trust that you can now be relied upon to act in full co-operation with the academy/school and that there will be no further difficulties of the kind which made it necessary for me to prevent you entering the premises.

I should point out that if there is any repetition of your behaviour, I shall not hesitate to withdraw permission for you to come onto the premises once more.

Yours sincerely

CEO

Appendix 8 – Visiting Speakers' Agreement

The Trust understands the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children, we expect all visitor speakers to read and adhere to the statements below:

- Any messages communicated to pupils support fundamental British Values and EVAT values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Any messages communicated to pupils comply with the requirements of the Public Sector Equality Duty, and therefore do not discriminate against any individual(s) with protected characteristics.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors who are issued with a red lanyard will be accompanied by a member of staff at all times.

Visitor Privacy Notice

This Privacy Notice has been written to inform visitors to the Education Village Academy Trust about what we do with your information which is recorded each time you visit our school. This notice is aimed at occasional and professional visitors who are required to sign in using our visitor system. This notice may be subject to change.

During your visit to The Education Village Academy Trust ("**EVAT**") Salters Lane South, Darlington, County Durham, DL1 2AN, we will process personal data (which may be held electronically, on paper or otherwise) about our visitors and we recognise the need to treat this information in an appropriate and lawful manner in accordance with the General Data Protection Regulation ("**GDPR**") and The Data Protection Act 2018 ("**DPA**").

Who are we?

The Education Village Academy Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Sentry to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact the Trust's SPOC, Alana Mackenzie or Sentry.

Sentry and the SPOC's contact details are:

APPOINTED DATA PROTECTION OFFICER – SENTRY

GDPR Sentry Limited

Unit 434 Birch Park, Thorp Arch Estate, Wetherby

West Yorkshire, LS23 7FG

Tel: 01138042035

Email: info@gdprsentry.com

Registered in England under Company Number: 11093693

Assigned Account Manager: Wayne Springer – wayne.springer@gdprsentry.com

Senior Consultant: Ian Perrett



Single Point of Contact (SPOC) – Alana Mackenzie

Salters Lane South, Darlington, DL1 2AN

Email: amackenzie@educationvillage.org.uk

Tel: 01325 248156

What information do we collect?

The personal data we collect about you includes:

- Your name
- Company details (if applicable) Purpose of your visit (host details)
- Car Registration number (if applicable)
- Photo for visitor pass

Who do we collect your information from?

Much of the information we process will be obtained directly from you.

We will also process information we receive from your company or organisation.

Why do we collect this information?

We use the information we collect:

- To meet statutory obligations for safeguarding our pupils/students.
- To meet statutory obligations for Health and Safety.
- Identify you and safely evacuate the school in the event of an emergency.

Who do we share your personal data with?

We do not share any of your personal data with any third party unless the law and our policies allow us to do so such as:

- Emergency Services
- Our appointed Data Protection Officer
- Ofsted
- Any other organisation and/or regulator when the School is legally required to disclose your information.

How long do we keep your personal data for?

We maintain a visitor management system to store personal information about all our visitors. The information contained in this system is kept secure and is only used for purposes directly relevant to work with the school.

Do you transfer my data outside of the UK?

Generally, the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the EU it will ensure it has extra protection from loss or unauthorised access.

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request access to your personal data that we hold and be provided with a copy of it.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact the Trust's **Single Point of Access (SPOC)** on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

casework@ico.org.uk // 0303 123 1113