

MAT Visitor Agreement [Approved May 26] [Next review May 2028]

All **visitors to MAT schools** are required to **sign to say they have read this policy** and by doing so **agree** to the following:

Identification - Photo ID must be provided and the issued identification badge/sticker must be worn at all times and easily visible. You will be challenged by school staff if identification is not visible.

School Code of Conduct – Must be adhered to whilst on the school site or whilst involved in any school led activities – e.g. volunteering on trips.

Special Restrictions - if there are any visiting restrictions in place, visitors are to follow the direction given by the Head Teacher (for example hand washing and social distancing during Covid 19)

Mobile Phones - Must be on silent /switched off and out of sight (e.g. in a handbag or pocket). They must not be accessed in a space where children are present (e.g. classroom, playground). Visitors must NOT access or attempt to access school Wifi or internet without the permission of the school and be used only where necessary to support the school in the delivery of activities – e.g. guest speakers in assembly as part of presentations or external agencies such as NSPCC etc.

DBS - Visitors without a current DBS clearance should not approach or speak to children without a member of staff present. Visitors without a current DBS should NOT be unaccompanied within the school premises at any time whilst children are on site.

Safeguarding - Concerns regarding pupils or staff should be referred to the Head Teacher. Visitors should familiarise themselves with posters identifying specific safeguarding staff in school and read Tier 1 Trust guidance leaflet.

British Values - Messages communicated to pupils must;

- support fundamental British Values and our school values;
- be consistent with the ethos of the school and do not marginalise any communities, groups or individuals;
- not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies

Fire – If a fire alarm sounds, visitors are to leave the classroom or work area by the nearest exit, shutting the doors behind you, and make your way to the assembly point (main playgrounds).

Evacuation, Invacuation and Lockdown – in the event of any instances of need to evacuate, invacuate or lockdown the premises, visitors will follow the instructions of the member of staff they are working with.

Health and Safety – Visitors need to exercise due care and attention and report any obvious hazards, concerns or accidents to the school office. The Asbestos Register must be checked/signed by all contractors prior to work commencing.

Photography – No photos must be taken whilst on the school site without the permission of the Head of School/Head Teacher.

Please note the whole school site including grounds is a **NO SMOKING OR VAPING AREA**.

The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

- **Selflessness** - Holders of public office should act solely in terms of the public interest.
- **Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** – Holders of public office should be truthful
- **Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

All relevant school policies are available on the school website.

J. Callow

ADMAT CEO