



**CREATIVE, DIGITAL & PERFORMING ARTS  
ACADEMY**

## Visitors Policy

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Approved by	Alistair Chattaway
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## Introduction

Birmingham Ormiston Academy welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the academy that they make. However, to ensure that safeguarding requirements are met visitors must be made aware of and adhere to the academy's policies and procedures, in particular Disclosure and Barring Scheme DBS checks and Health & Safety requirements. For the purposes of this policy, parents/carers are also classed as visitors.

## Principles

All academy staff and students will be made aware of the academy's policy for visitors. If a member of staff meets anyone in the academy building who is not obviously a member of the academy community and who is not wearing BOA's Visitor ID (a 'red' or 'green' lanyard), they should politely enquire of the visitor if they require help and direct them to BOA Reception. If a student is in any doubt of the legitimacy of the person they encounter on academy site, they should inform a member of staff immediately.

## Procedures

In order to ensure the safety of our students and to make the most of classroom input by visitors, and to ensure that this input is appropriate, the following guidelines will be followed:

- Prior to arranging a visit, consider how the session will add value to the academy in terms of learning and academy management.
- If appropriate, e-mail this policy to your visitor(s) in advance of their visit.
- Alistair Chattaway (Principal) must be informed of any planned meetings/visits in advance. The names of all visitors will be added to the Weekly Bulletin.
- Visitors should use the main academy entrance and report to BOA Reception on arrival. Visitors must not enter the academy by any other entrance.
- All visitors must be asked to sign in using the EVM system at BOA reception, stating the purpose of their visit and who they are visiting.
- All visitors will be asked to produce formal identification.
- Contractors who provide the following services will be provided with BOA ID badges:
  - Catering
  - Cleaning
  - Security
- All other contractors should be signed in before being introduced to the Site Team who will provide relevant site access as required.
- Contractors will be expected to adhere to Health & Safety regulations and ensure that safe working practices are followed.
- All visitors are required to wear a BOA Visitor's ID badge when on the academy premises.
- Regular visitors working with students in the academy are required to go through DBS procedures. The academy will seek confirmation from organisations for representatives who visit the academy on a regular basis that safeguarding checks including a satisfactory DBS disclosure have been completed. This information will be recorded on the Contractors tab on the academy's Single Central Record.

- Visitors should be met at BOA Reception and should be escorted into the academy by the member of staff responsible for the visit, or their representative. If you are expecting a visitor after 4.00pm please ensure that you meet them at BOA Reception, sign the visitor in on the EVM system, and escort them back to Reception, signing them out of the EVM system when they leave.
- Visitors should be made aware of the Code of Conduct for school visitors (see below), fire regulations, and any Health & Safety and Safeguarding policies and procedures (see Appendix 1).
- Visitors to the classroom should be made aware of the academy's ethos and must comply at all times with its policies, administrative rules and academy procedures.
- All visitors must sign out and return the visitor's badge before leaving the site. (NB on departure, all visitors are required to enter the time of departure to meet health and safety requirements). The above procedure will be applied to all visitors to the academy, including volunteers, work placements, contractors, members of the Board of Trustees and visitors from external agencies, such as Ofsted.

## Visitor Code of Conduct Policy

Birmingham Ormiston Academy welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the academy that they make. To ensure that our safeguarding requirements are met and to help ensure your time in the academy runs smoothly, please help by reading and complying with the following rules and regulations:

1. By signing the visitor register (EVM system) you are agreeing to abide by our code of conduct.
2. Please report to BOA reception to sign in and out of the premises.
3. Please wear a visitor's badge at all times.
4. Value and respect different racial origins, religions, cultures and language, genders and sexual orientation.
5. Do not promote your own political or religious beliefs.
6. Confidentiality should be maintained at all times.
7. Use appropriate language and behaviour with students.
8. Physical contact with students is strongly prohibited unless overseen by a teacher, and is essential for health and safety reasons.
9. Do not be left alone with a student, unless you have the necessary clearance from a supply teacher agency.
10. If you feel in any way uncomfortable about the behaviour of a student or member of staff, please discuss this with Alistair Chattaway (Principal) or a member of the Senior Leadership Team. The receptionists will assist you in making contact
11. If you have been given access to BOA's ICT systems, you will be required to comply with our Acceptable Use of ICT policy. A copy will be provided where appropriate. Check with reception where you can unload and park.
12. Only use the disabled toilet and wash room in BOA Atrium. A member of staff will direct you to the facility.
13. Please report any breakages to a member of staff.

14. If you are wearing a red visitors' badge, please do not wander around the academy by yourself.
15. Please follow any Health and Safety guidelines that may apply.
16. For First Aid, please report to BOA Reception.
17. Please report any accidents or incidents to BOA Reception.
18. Please be familiar with the academy's fire evacuation procedure, which will be made available on your arrival.
19. If you are a regular visitor to the academy, and are working unsupervised with students, you are required to have an enhanced Disclosure and Barring Scheme (DBS) check.
20. Please be aware of the academy's Safeguarding Policy and Procedures and of who the Designated Safeguarding Lead (DSL) for Child Protection is within the academy. BOA's Safeguarding Policy can be found on the academy's website and can be made available on request. If a student discloses information to you about significant harm, you should (a) listen; (b) inform the student you need to tell someone – do not promise confidentiality; (c) make accurate notes of what has been said by the student; and (d) it is not your responsibility to investigate, so pass any information on to our DSL.

**BOA hopes your visit will be enjoyable, informative, valuable and safe.**