

Kingstone High School Visitor Information

Kingstone Academy Trust has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and of students and staff.

We have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

A visitor is defined as anyone who is not employed directly as a member of staff by Kingstone Academy Trust.

Safeguarding

- Ms Rebekah Ruvino is the Designated Safeguarding Lead. Any safeguarding issues must be reported to her immediately.
- Regular visitors to the school must have an Enhanced DBS. A visitor who does not have an Enhanced Disclosure and Barring Service Certificate (DBS) must not be alone with students at any point.
- Visitors must sign in (and out) in reception and wear their visitor's pass, and approved agency photo ID if held, all times when on the school premises.
- **Red** – NO DBS – Visitor must be accompanied by a member of staff
- **Green** – Has a DBS and is able to be unaccompanied in the agreed areas of the school
- **Yellow** – Contractor – Has a DBS and is able to be unaccompanied in the agreed areas of the school
- **Blue** Director – School Trustee – has a DBS and is able to be unaccompanied in the school
- Staff, students and visitors have the right to ask for identification from any person on site.



Guidance for Visitors

- Park in the visitors' car park.
- Report to main reception and sign in, showing proof of identity, and current enhanced DSB check (if one is held).
- Please wait in reception, to be collected by the member of staff who has arranged the visit.
- Any visitor delivering a lesson or assembly must agree the content and tone prior to the visit taking place. The content and tone must be in line with the Kingstone Academy Trust values, be fully compliant with the Equality Act 2010 and any other Kingstone Academy trust policies which may apply, and take into account the age and ability of the students.
- Please return to reception to sign out at the end of the day, and return your visitors' pass.
- Use only the staff cloakrooms when needed: these are located in the corridor leading off from the internal reception area. There is also a staff toilet in the HUB (Inclusion Unit).
- Smoking is not permitted within any of the buildings or within the grounds of the school, including within vehicles.
- Kingstone Academy Trust has a duty of care to all persons on site. All injuries or incidents that occur on Academy premises must be reported to reception.

E-Safety and Mobile Phones and Devices

- To ensure e-safety we monitor the use of the internet by staff, students and visitors. If you have any concerns about e-safety during your visit please report them at once to reception.
- Please be aware that we have a strict "No Mobile Phone" policy. Phones should not be seen during the school day. Visitors may use their mobile phones or devices to make calls when not in the presence of students. Photographs must not be taken.

