



## Visitor Agreement

All adults who are coming into Shropshire Adventures Academy as occasional visitors to deliver sessions or work with young people MUST be prepared to adhere to our safeguarding requirements and agree to work within our ethos, as stated below.

We ask that you read the following statements and sign below to confirm your agreement.

### Our Ethos

We want to inspire disengaged young individuals to reconnect with society through working with horses and within the outdoors. Our vision is to take small groups of learners, the ones that currently struggle to access mainstream provisions. These young people need to be treated as individuals with empathy patience and creative coaching.

- I understand Shropshire Adventures Academy ethos and agree to work within it.
- I will provide ID evidence and understand that Shropshire Adventures Academy may request additional information in order to confirm my suitability to work with young people at the academy.
- I will sign in and wear a Shropshire Adventures Academy visitor badge at all times whilst on the premises.
- I will report any incidents of concern regarding children's safety to the Designated Safeguarding Lead or Headteacher.
- I will ensure that personal data is stored securely and is used appropriately, whether in Shropshire Adventures Academy, taken off the premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will ensure that my use of ICT systems privately (e.g. social networking, text messaging) will not crossover with my ICT use professionally. I will not add current students as friends on social networking sites and will take care to ensure that any comments about Shropshire Adventures Academy activities are appropriate and professional.

I have read, understood and accept the above statements.

Signed: ..... Print name: .....  
Date: .....

## Visitor Procedure

All adults who are coming into Shropshire Adventures Academy to visit or work with young people **MUST** be prepared to adhere to our safeguarding requirements, including providing evidence of ID and DBS checking.

During the academy day or when after academy activities run by Shropshire Adventures Academy are in operation, **ALL VISITORS** must have their identity checked prior to entry to the teaching area. They must sign in using the visitor book and wear their visitor badge at all times while on the premises.

In this context, the term 'visitor' includes:

- Occasional and regular visitors to the Academy including those that are well known to us

It excludes:

- Shropshire Adventures Academy staff or volunteers
- Students

One-off or occasional visitors who are coming to deliver sessions or work with young people should be asked to complete a Visitor Agreement to confirm their acceptance of working within our ethos and safeguarding practices. These visitors only need to sign the agreement on their first visit to the Centre.

If it is intended for a visitor to have regular, repeated or unsupervised access to young people, checks must be made to confirm their identity, right to work in the UK and that an Enhanced DBS has been carried out. If the adult visiting is representing another organisation or company, either original documentation or a letter from their employer confirming that these checks have been made **MUST** be provided.

Copies **MUST** be taken of original documentation or covering letter including their number and date of DBS check. Documents must then be securely filed and details entered onto the Single Central Record. It is the responsibility of the Headteacher to ensure that these safeguarding procedures are followed.

Unless the above information is on the Single Central Record, visitors must be supervised at all times while on the premises.


Other than checking identity, information does not need to be collected for brief, occasional visitors.

These procedures do not apply outside of academy hours.

The following issues should be considered when welcoming and/or inducting a visitor (if appropriate):

1. **Health and Safety:** Fire evacuation procedures and assembly point; first aider; location of toilets
2. **Access:** Key holders; access codes; no-go areas.
3. **Child Protection Issues:** Procedures for reporting concerns; Designated Safeguarding Lead
4. **Resources:** What (if any) resources do they need?

## Visitor Procedure

Date written/reviewed:		May 24
Written/reviewed by:		Daniel Elders-Davies
Approval:	Date:	28/05/24
	Signed:	
	Position:	Director
Review due by:		May 25
Table of contents:		Visitor Procedure
Substantive changes since last review:		N/A