Mulberry
Academy Shoreditch

Visitors to the School Policy

Approval Body:	MAS LGB
Recommending Body:	MAS LGB
Implementation Date:	November 2026
Review Date:	Autumn Term 2027
Status:	Approved
Policy Version:	6

Version	Reviewed	Changes since last version
1		Existing
2	November 2022	No updates, part of annual review
3	November 2023	Minor update to the DBS section of the policy
4	November 2024	No updates, part of annual review
5	November 2025	No updates, part of annual review
6	November 2026	No updates, part of annual review

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3.1 Visitors to the School

The school is committed to safeguarding and promoting the welfare of children and young people and we expect everyone to share this commitment.

Reception requires **24 hours' notice** of all expected visitor(s). Please email reception using the visitor notification form(Reception - Visitor Notification Template) to ensure we have full details.

Before confirming the visit, you are required to carry out a Google search on any visitors you invite to the school and report any concerns you find to your SLT link.

If your visitor(s) commences regulated activity or if your visitor(s) is likely to need unsupervised access to the school/students you will need to ensure they bring their original enhanced Disclosure and Barring Service (DBS) certificate and photo ID (e.g. passport/driving licence) to the HR Team, prior to or on the day of visit. Social workers and other agreed professionals will be able to provide their professional ID badge as evidence that relevant checks have been undertaken by their employer/relevant body. HR can advise if staff require clarification.
It is essential that your line manager is aware of the visit and you should also notify the school in advance, using the email addresses below:

reception@mulberryacademyshoreditch.org (Deadline for visitor(s) notification – 4.00pm the day before)

calendar@mulberryacademyshoreditch.org (Deadline – 1 week prior to any event)

The following information must be provided:

- Full name
- Company/organisation
- Visiting (name/department)
- Date
- Time
- Arrangements in place to collect/meet visitor (s)
- Meeting room required if available – please specify duration of booking
- Will the visitor require unsupervised access to the school/students? If yes, relevant documentation will be required, i.e. original enhanced DBS certificate, official ID card, etc. (seek advice from HR as required)

Due to limited parking facilities at the school, staff are advised to inform visitors to use public transport. In some cases, it may be possible to reserve a parking space in advance, which can be arranged through Reception.

- The dress code for visitors to MAS is smart and professional - no jeans or hooded jumpers/tops
- Children are not permitted to accompany visitors unless they are directly connected with the visit
- The school operates a ‘No Smoking Policy’
- The school operates a ‘No Chewing Gum Policy’
- The school operates a ‘No Mobile Phone Policy’ which applies to all adults and children. This policy extends to the use of electronic devices such as MP3 players and Gaming devices. We also ask all visitors, workers and volunteers not to wear headphones whilst on site.