

Stratford-sub-Castle Church of England VC Primary School

*Learning for life in a positive and caring
Christian community*

VISITORS POLICY #4

The *Visitors Policy* was reviewed in Autumn 2017
This document is the result of that review.

DATE AGREED BY FULL GOVERNING BODY:	27/01/17
REVIEW DATE:	November 2019
AUTHOR:	Mrs Kay Bridson & Miss Angela Britten
HEADTEACHER:	Mrs Kay Bridson
CHAIR OF GOVERNORS:	Miss Angela Britten
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	<i>School Safeguarding Policy School Child Protection Policy School Extremist and Radicalisation policy Health and Safety Policy School Whistleblowing Policy Code of Conduct</i>

VISITORS POLICY #4

INDEX

1. Purpose of this policy
2. Aims of this policy
3. Objectives
4. Where and to whom the policy applies
5. Visitors to the school
6. Visitors Departure from School
7. Unknown/Uninvited Visitors to the School
8. What we should 'look out for' when dealing with visitors in the school
9. What staff can do
10. Staff development

1. Purpose of this policy

At Stratford-Sub-Castle Primary school we assure all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils, staff and visitors.

It is the responsibility of all staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

The school therefore requires that all visitors comply with the following policy and procedures and the Code of Conduct. Failure so to do may result in the visitor's escorted departure from the school site.

This policy sets out clear protocols for ensuring that any visitor / visiting speaker is suitable and appropriately supervised.

This policy and procedures should be read in conjunction with other safeguarding policies (See our Safeguarding Policy)

2. Aims of this policy

This policy aims to

- safeguard pupils during school hours and out of school hours activities, arranged by the school
- ensure that visitors do not compromise the safety and well-being of pupils and staff members

3. Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors, volunteers and parents and conforms to child protection, safeguarding guidelines and health and safety procedures.

4. Where and to whom the policy applies

The school is deemed to have responsibility for its pupils anywhere on the school site during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- staff employed by the school
- regular contracted staff e.g. cleaners and kitchen staff
- external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, coaches, and topic related visitors e.g. players, journalists)
- governors of the school
- parents and volunteers
- other Education related personnel (County Advisors, Inspectors)
- independent contractors visiting the school premises for repairs and maintenance
- independent contractors who may transport students on minibuses or in taxis

5. Visitors to the school.

All '**regular visitors**' to school are required to complete a DBS check and to read and sign a Code of Conduct. Regular visitors to school are governors, volunteer helpers, cleaning staff and catering personnel.

All '**irregular visitors**' to school:

- are responsible for their own actions and behaviour
- should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- must act and be seen to act in an open and transparent way
- must follow the school's health and safety procedures
- must not reveal to anybody outside school, unless in a professional capacity, personal information they learn in the course of their work or visit
- are accompanied around the school, as appropriate and always in view of staff when children are present
- delivering presentations or talks to children will be overseen by class teachers or other staff members.

Visitors to the school may not park on the school grounds or remove the bollards at the front of the school gate without the express permission of the headteacher. All visitors to the school may be asked for formal identification at the time of their visit.

Visitors must follow the procedure below to enter the school:

- once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance
- at reception, all visitors may be asked to state the purpose of their visit and who has invited them. Formal identification may be requested
- all visitors will be asked to sign the Visitor's Book
- all visitors will be required to wear an identification badge; the badge must remain visible throughout their visit
- visitors will be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact is responsible for them while they are on site
- visitors may be asked to leave the school premises and escorted off the site
- if a visitor refuses to show identity when asked or refuses to sign the visitor's book, staff will not allow them access to the school. The deputy Headteacher or Headteacher will

be informed and will consider the situation and decide if it is necessary to inform the police.

- if a visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for. The deputy Headteacher or Headteacher will be informed in this instance
- the school Child Protection Policy will be followed as necessary

Regular contracted in staff include kitchen staff and cleaners. The companies they work for are expected to provide the school with proof of pre-employment checks including DBS checks before commencement of work in the school. The Designated Safeguarding lead ensures that kitchen staff and cleaners have appropriate supervision and support including:

- briefings on induction
- handouts
- access to policies on line
- advice at any time from the deputy Headteacher and Headteacher or any member of staff
- an environment where they feel able to raise concerns and feel supported in their safeguarding roles

There may be restrictions regarding what a volunteer / regular contracted in person can do, where they can go or the contact they have with children within our school. These restrictions are explained in our Volunteer / visitor Policy, Safer Recruitment Policy and during briefings on induction.

Regular contracted in staff members have access to our Complaints Policy if they have a concern or are not satisfied with any aspect of the service we provide.

All visitors to the school may be asked to bring formal identification with them at the time of their visit.

6. Departure from School

On departing the school, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Leave the school at the time logged.

7. Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the Visitors Book and be issued with an identity badge.

The procedures under “Visitors to the School” above will then apply

8. What staff ‘look out’ for when dealing with visitors in the school

Knowing what to look for is vital to the early identification of abuse, neglect or unsafe practices. Staff must look out for our visitors to:

- be polite, friendly and professional
- have age appropriate ‘resources’
- communicate with children using an open and non-judgemental approach, avoiding any hidden agenda to influence.
- seek to use engaging teaching and learning methods which involve the children actively and communicate at appropriate levels for the age group concerned.
- be willing to share their experiences, beliefs and insights, but avoid criticising the experiences and insights of others and imposing their views upon children in any way.

- behave in a way that ensures the children in our school are safeguarded.

Staff must also look out for:

- **Inappropriate content.** This may include inappropriate referral to sex, sexual behaviour, sexual orientation, ethnicity, extremist religious views, anti-British values
- **Ignoring age restrictions on DVD, C.D., internet, social media and presentations.** Staff must always ensure that content is age appropriate
- **Grooming and sexual abuse.** Visitors may not have an over friendly or 'grooming' relationship with a child or children
- **Sharing personal information.** Visitors must not routinely share personal contact details with children

9. What staff can do

If a staff member thinks that a visitor is acting inappropriately he/ she may:

- challenge the visitor / visitors.
- tell the visitor that their actions or content are not considered appropriate
- inform the Deputy Headteacher or Headteacher immediately
- ask the visitor to leave (noted in Visitor Record Book)
- if necessary inform the police
- raise a child protection concern.

Staff, volunteers and governors should feel able to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime.

Unsafe practices may include inappropriate visitors, guests and speakers that continue to be allowed in to the school even though a member of staff considers them to be inappropriate. Appropriate whistle blowing procedures are in place for such concerns to be raised.

10. Staff Development

As part of induction, new staff, volunteers, governors and regular visitors are made aware of all safeguarding policies and asked to ensure compliance with all safeguarding procedures at all times.