



School Visitors Policy and Procedures

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Stewart Headlam Primary School, 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 from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior 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** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

Policy Responsibility

The Operations Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Operations Manager

Aim

To safeguard all children under this school’s responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

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 and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

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

- All staff employed by the school**
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)**
- All governors of the school**
- All parents and volunteers**
- All pupils**
- Other Education related personnel (County Advisors, Inspectors)**



- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below.

- Once, on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then 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 will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

External Speakers

The External Speaker must agree to keep in line with the school's mission, aims and objectives, as well as the safeguarding and prevent strategies of the school and Local Authority.

External Speakers need to sign the External Speaker Agreement before commencing a session.

School staff must be confident that the visitor has the expertise in the subject that they are delivering and the experience, confidence and skill to speak to our children.

- Before the visit, discuss how the session fits in with the school's programme / scheme of work
- Agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable.
- Inform the visitor about the number, age and gender ratio of the children in the group, plus any appropriate information about the children which may help the visitor.⁴
- Inform the receptionist and school office: the visit should be recorded on the staff weekly bulletin and mentioned at the staff briefing, so all members of staff are aware of the visit.
 - Prepare pupils for the visitor
 - Ensure the class teacher is present during the session and responsible for class discipline.
 - Ensure the activity meets Health and Safety guidelines.
 - Ensure the visitor is thanked for their contribution and where applicable, fees are paid.



- After the visitor leaves, give children time to reflect on what they have learned.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record **AND**

b) A current clear DBS children's barred check has been undertaken **AND**

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book or appropriate sign in/out sheet). A copy of the approved visitor list will be kept behind reception at all times.

Parents will be escorted by Parent centre staff at all times whilst they are on site.



Visitors 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
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

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 Visitor's book and be issued with an identity badge.

The procedures under "Visitors to the School" above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited 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.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per above should apply. Please note that, Governors should sign in and out using the Visitor's Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.



Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Fire Policy

Policy Review

The policy will be reviewed in January 2016

Signed _____ Date _____



External Speaker Agreement

I agree that I will keep to the schools Mission Statement, Visitors Policy, Safeguarding and Prevent Policies during my visit and speeches.

Failure to comply with the agreement will lead to me being escorted from the premises.

I understand that extremist, violent and inappropriate behaviours as laid out in the Safeguarding policy are unacceptable and if I show any of these behaviours I will be reported to the police or referred to the Local Authority Prevent Officer.

Signed by Visitor:

Date:



Visitor Risk Assessment Form

Please check out the visitor by doing a search engine check, looking through recommendations, references and or portfolios. If you are unable to find information please put a question mark in the comment box. The risk assessment must be signed off by the headteacher or the duty manager in her absence.

Date of Visitor Being on Site:

Purpose and intended pupil/class/year group:

Detail	Satisfactory	Unsatisfactory	Comment
Name:			
Organisation:			
Address:			
DBS :			
Recommendations:			
References:			
Portfolios:			
Website:			

NB If there are unsatisfactory marks the visitor may be unsuitable and pose a risk to children and staff.

The visitor is suitable and safe to be with children? Yes/No

Signed off by:

Date: