

Policy for Visitors in School Helmingham Community Primary School

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Approved by: Glen Buckingham (Chair of Governors).

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1. Introduction

Helmingham Community Primary School welcomes visitors from the local community and outside agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our pupils with a broad, balanced and enriched curriculum. We see the inclusion of visitors input in to the curriculum as one means of ensuring we meet this aim. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with these guidelines.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

2. Aim

To safeguard all children, including preventing them from being drawn into terrorism, under this responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Helmingham Community Primary School children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

3. Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school this is understood by all staff, governors, visitors and parents and conforms to child protection guidelines as set by the DfE.

5. Where and to whom the policy applies

The school is deemed to have control and 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:

- All teaching and non-teaching 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 (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors

6. External Visitors to Helmingham Community Primary School

This policy applies to all visitors invited to the school by a member of staff, with the exception of sports coaches/specialists who are subject to the guidelines detailed in the physical education and activity policies.

Protocol and Procedures

6.1 Visitors Invited to the School

- a) Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.
- b) When inviting visitors to the school they should be asked to bring formal photo identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
 - All visitors must report to reception first - do not enter the school via any other entrance
 - At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
 - All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times
 - All visitors will be required to wear an identification badge and read the schools safeguarding and fire safety statement
 - 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.
 - A risk assessment should be carried out if necessary and visitors should be supervised by a member of school staff
- c) On departing the school, visitors should leave via reception and:
 - Enter their departure time in the Visitors Record Book alongside their arrival entry and return their visitors badge.

6.2 Unknown/Uninvited Visitors to the School

- a) 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
- b) They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The above procedures in 6.1 then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly.
- d) The Headteacher will consider the situation and decide if it is necessary to inform the police.
- e) 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.

6.3 Governors, Training Placements and Parent Helpers

- a) All governors, trainee teachers and volunteers carrying out regular support in school must comply with Disclosure and Barring Service procedures, completing a DBS disclosure (if not already held) via the School office this will then be recorded on the schools Single Central Record (SCR). Volunteers are also asked to sign the schools Code of Conduct for Volunteers.
- b) All trainee teachers and volunteers have an induction with the Headteacher identifying the key policies and procedures including safeguarding and child protection.
- c) Occasional support for school events, visits or trips does not require a DBS check but a school Trips Guidance document will be issued which covers safeguarding procedures.
- d) The School must check all governors and parent helpers DBS certification is in date at the beginning of the academic school year. Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the Signing In Book and wear their identification badge.
- e) 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 or Chair of Governors.

6.4 Contractors

Where possible, maintenance work carried out on the school site will take place outside of school hours. However there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the schools safeguarding requirements as set out below.

- a) All contractors to sign and date the contractors log book.
- b) All contractors will be required to provide photo identifications related to their employment. Where this cannot be done a phone call check will be made with the relevant employer.
- c) A school visitor badge will be worn so ensure that all school staff and pupils know they can be on site. If this is not evident they will be politely challenged or reported to the office.
- d) Visiting staff from the local authority and service level agreement companies will have DBS checks carried out by their organisations and the relevant information will be held on the schools SCR.

7. Site Security for visitors

To ensure the school site remains safe and secure during school hours the front external gates will be locked when children are in the playground. A member of staff will have the keys to enable any visitor access during these times. The visitors will be escorted to the school office.

All external doors are locked and access will be via the school office. The rear gate will be locked between 9am and 3pm and access is only via the front gate.

7. 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. The Headteacher will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others. This training is valid across many areas of their responsibility and dealings with those both within and outside of the school community.

8. Linked policies

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

- Child Protection Policy
- Healthy and Safety Policy

9. Dissemination This policy is publicised to all in the school community through the school website and a paper copy is available on request.

10. Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.