

# **Damers First School Visitors to School Policy**



## **Introduction**

Visitors are very welcome to Damers First School. Indeed, they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and well-being of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

## **Aim**

To safeguard all the children during school hours whilst following the curriculum and out of school hours activities. The ultimate aim is to ensure Damers First School children can learn and enjoy extra-curricular experience, in an environment where they are safe from harm.

## **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 guidelines as set by the DFE.

## **Where and to whom the policy applies**

Damers First School is deemed to have control and responsibility for its pupils anywhere on the school site, during normal 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 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 (Advisors, Inspectors)
- Building and maintenance contractors

External visitors to school staff are required to be familiar with the school's Safeguarding / Child Protection Policy in relation to preventing unsuitable people from working with children and young persons in the education service. This policy applies to all visitors invited to the school by a member of staff.

## **Protocol and Procedures**

**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 to school.

**b)** When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for

visitors as set out below. If a visitor is to be working unsupervised with a pupil, a copy of the DBS certificate is required. With regards to DBS and employment checks, we adopt the same approach as required by Ofsted. Please follow these links for further details. <http://ofsted.gov.uk/schools/for-schools/safeguarding-children>  
<http://www.education.gov.uk>

**c)** A simple open source background check ( a Google search) will be carried out on all visitors showing due diligence to The Prevent Duty to ensure they are appropriate for our school. The Headteacher will decide what is reasonable and proportionate. The same safety measures will apply when we collect or donate money to charity to ensure we are supporting legitimate charities with no connection to extremism and radicalisation.

**d)** A visitors to school risk assessment will be carried out on all visitors to school. See appendix 1

- All visitors must report to reception first – not to 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' book which is kept in reception at all times
- All visitors will be required to wear an identification badge
- 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.

**d)** On departing the school, visitors should leave via reception and enter their departure time in the visitors' book.

**e)** Where possible, visits by contractors especially for maintenance should be made at times when the pupils are not on the premises.

### **Visitors' Protocol**

All visitors require photographic identification to be allowed on the premises and a prior appointment of at least 24 hours before the meeting. Visitors to the school will be required to sign in at reception and bring one form of identification, this may be a driving licence, passport or any other official photographic identification. If a visitor is to be working unsupervised with a pupil, a copy of the DBS certificate is required. With regards to DBS and employment checks, we adopt the same approach as required by Ofsted. Please follow these links for further details.  
<http://ofsted.gov.uk/schools/for-schools/safeguarding-children>  
<http://www.education.gov.uk>

### **Unknown/Uninvited Visitors to School**

- a)** Any visitor to the school site who is not wearing an identification 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 procedures for invited visitors then apply

- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or member of the SLT should be informed promptly
- d) The Headteacher will consider the situation and decide if it is necessary to inform the police
- e) If the 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 Parent Volunteers**

- a) All Governors and regular parent helpers must comply with the Disclosure and Barring Service checks, obtaining a DBS certificate (if not already held) via the school office.
- b) The school must check all Governors and parent helpers DBS certification is in date at the beginning of the academic year.
- c) All parent helpers/volunteers should follow the procedures as stated in our 'Good Practice Guide for Volunteers Working in our School'.

### **Recruitment and Selection of Volunteers.**

- All prospective volunteers should initially complete an expression of interest form.
  - Arrange to meet our Parent Partnership Co-ordinator for an informal talk to discuss reasons for volunteering and the skills and experience they hope to contribute to our school.
  - Provide details of two referees (who should not be relatives)
  - Complete a DBS (Disclosure and Barring Service) check if necessary
  - Complete our induction programme for volunteers.
  - Comply with our volunteer Code of Conduct.
- d) New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher.
- e) New parent helpers/volunteers will be asked to comply with this policy at their Induction meeting before coming into the school for an activity or class supporting role.
- f) Parents/volunteers may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby / job / faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular volunteers must be DBS checked.

### **Contractors / Engineers**

Contractors / workmen follow the protocols and procedures as set out above. When pupils are on the premises, the contractors / workmen must be supervised at all

times by the Site Manager or technician or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site.

### **Specific Guidance Check list for member of staff organising visits from external agencies**

- Speakers at assemblies / class lessons etc. need to be initially cleared through the Headteacher. A simple open source background check should be carried out.
- Ensure that the visitor / external agency complements the school's planned programme or scheme of work.
- Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school's programme / scheme of work
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session
- Inform the visitor / external agency of: number, age and gender ratio of students background, ethnicity and culture of students, special educational needs (if applicable)
- Provide access to relevant school policies e.g. SRE, Drugs Educations, and risk assessments, as appropriate.
- Inform relevant people of the presence and remit of the visitor, e.g. school office. Inform students in advance of the activity
- Provide the visitor with a named contact.
- Organise meet and greet arrangements and classroom / assembly lay out.
- Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.
- Ensure the activity meets Health and Safety guidelines.
- Ensure the visitor / external agency is thanked for their contribution and where applicable, fees are paid. Give students time to reflect on what they have learned.

### **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 should be read in conjunction with other related school policies, including:

- Safeguarding policy
- Child Protection policy
- Health and Safety policy

### **Dissemination**

This policy is publicised to everyone in the school community through the school website

### **Monitoring and Evaluation**

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

<b>Date effective</b>	May 2019	<b>Approval</b>	Curriculum
<b>Maintenance</b>	SLT	<b>Role/responsibility</b>	Moira Bearwish - Deputy Headteacher
<b>Date of next review</b>	March 2022	<b>Date of last update</b>	September 2019



## RISK ASSESSMENT FOR VISITORS

NAMED CONTACT TO COMPLETE PRIOR TO VISIT	
Name of visitor	
Organisation	
Date/Time	
Purpose of visit	
Member of staff organising visit	
Permission from HT or DSL and date	
Date and name of person carrying out open source background check	<i>State type of check/date carried out/by whom</i>
Does the nature of the visit require visitor to produce DBS certificate?	<i>No</i>
Which relevant people have been informed of presence and remit of visitor?	
Official photographic identification seen ie driving licence/passport	
Does visitor have any medical or other needs school should be aware of?	
Named contact organise meet and greet procedure	
Named contact organised any timetabling or staffing adaptations prior to visit	