



Visitors to School Policy

This policy was approved by the Premises, Safeguarding and Health and Safety Committee on **February 2022** and will be reviewed every two years.

Signed: Mr S Freeman Chair of Committee

Signed: Mrs P Lyall Head teacher

Review: March 2024

Introduction

Visitors are encouraged and welcomed into Hodnet Primary 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 wellbeing of its pupils is not compromised at all and therefore we expect visitors to comply with our guidelines.

Policy Responsibility

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

Aim/objectives

- To safeguard all children in school both during school hours curriculum and out of school hours activities which are arranged by the school. Children must be able to learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.
- 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.

Safeguarding statement of intent

Safeguarding all our children is of paramount importance to us therefore, all necessary risk assessments are carried out prior to any activity and full DBS checks are carried out when recruiting new staff or welcoming volunteers and visitors. We are a "Safer School" and staff and governors who are involved in the recruitment process have attended "Safer Recruitment Training." New staff are made aware of all the related Safeguarding documents including the Child Protection policy as part of the induction process and all staff receive Child Protection Awareness training regularly.

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 supervised organised 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 sports coaches, and theme 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

External Visitors to Hodnet Primary School

Staff are required to be familiar with DfE guidance on safeguarding and Child Protection via the Keeping Children Safe in Education document, produced annually by the DfE.

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

Visitors invited to the School

- 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.
- When inviting visitors to the school they should be asked to bring **formal photographic 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, in regards to Local Authority staff they must show photographic ID
- All visitors will be asked to sign in using the electronic sign in system in the lobby.
- All visitors will be required to wear an identification badge
- All visitors will be asked to read and agree to the Visitor code of conduct when signing in. Information about emergency evacuations procedures and protocol is also included and is displayed around school.
- 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.
- On departing school, visitors should leave via reception and return their identification badge to reception and sign out using the electronic system.

Work Experience Students

Where a student works in school on placement they must bring with them their DBS number and clearance date from their educational institution. This will be recorded on our SCR (Single Central Record) Where a student is on placement from a secondary school/academy the school should give a reference and share any information re: possible risk factors such as if the student has a history of bullying or exclusions for unacceptable behavior. If the student is aged over 16yrs, the secondary school must supply the student with a DBS which they must bring into school. The students setting will also discuss risk assessments and insurance with the Headteacher before agreeing to the placement.

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 must then sign in and be issued with an identity badge. The above procedures then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately by the Headteacher. In the absence of the Headteacher the Deputy Head will be informed.
- The Headteacher or Deputy Head 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 and school grounds immediately and warned that if they fail to do this, police assistance will be called for.
- Governors will be informed of any incidents of this nature.

Governors and Parent Helpers

- All governors and parent helpers must comply with security checks and if necessary be prepared to undergo a DBS check (if not already held) via the School office.
- School must check all governors and parent helpers DBS certification is in date at the beginning of the academic school year. Governors must sign in and out using the electronic sign in system and wear identification.
- 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, Chair of Governors or Training Liaison Governor.
- New parent helpers 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 should be read in conjunction with other related school policies: including:

- Safeguarding and Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Fire Safety Policy

Dissemination

This policy is shared with all in the school community through the School Website, copies in the staffroom and on application to the Headteacher.

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.

This policy was reviewed by Mrs Lyall and presented to the Premises, Safeguarding and Health and Safety Committee in February 2022 for approval and will be reviewed every two years.

Signed _____ Headteacher

Signed _____ Chair of Committee