

Yeadon Westfield Infant School

School Visitors Policy and Procedures

2019

Review 2022

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

Aims

The school has a duty of care for the health, safety, security and well-being 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 responsibilities of the Governing Body and all staff to ensure 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.

Purpose of the policy

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. Pupils should also be aware that visitors to school should be wearing a visitor's badge.

Policy responsibility

The school business manager (SBM) is the member of staff responsible for implementation, coordination and review of this policy. The SBM will be responsible for liaising with the Head teacher and the school's Child Protection Officer as appropriate. All breaches of this policy must be reported to the SBM.

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 off-site activities, organised and supervised by the school.

Staff responsible for arranging visitors to the school must ensure that:

- Permission is obtained from the Head teacher
- The SBM is informed in advance so that the appropriate pre-visit checks can be put in place before the visit (see below)
- They are aware of their own responsibilities with regard to ensuring that their visitor receives the appropriate induction information (see below)

Purpose of visitors in school

The school actively encourages visitors who support the creative curriculum as this can enhance teaching and learning aims through different expertise, experience and approaches and compliments the work of teaching staff in school.

Other visitors are necessary to support pupils directly e.g. healthcare professionals or indirectly by ensuring the smooth and safe running of the school, e.g. maintenance staff.

The school is also committed to providing training and work experience for students aiming to become teachers and works in partnership with a number of institutions to provide student placements.

Visitors to the school will fall into a number of categories including:

Adults employed by another organisation

- Education professionals such as Educational Psychologists, peripatetic music teachers
- IT support staff (Connect Up)
- Local authority representatives
- Healthcare professionals, e.g. speech therapists, school nurse
- Trainee teachers
- Supply teachers
- Sports coaches
- Club leaders and tutors
- Government officials, e.g. Ofsted, Local councillors
- Contractors, e.g. plumbers, maintenance staff

Volunteers

- Parents and family members arriving with, collecting or visiting pupils within the school
- Governors
- PSA members
- Volunteers including parent volunteers working alongside school staff
- Other students on work experience

Protocol and Procedures

Pre-visit checks

As above, the SBM needs to be informed of any proposed visits to school in order to ensure that the following checks or administrative procedures can be carried out before the initial visit.

Letting arrangements

Any outside organisation using school to run their activities is required to complete a lettings application with Leeds City Council Schools Letting Service. This applies even where no charge is made for the use of the school.

The School Lettings Service seeks assurances that, where relevant, satisfactory DBS and barring checks have been made as well as checking the coaching qualifications, child protection and safeguarding procedures and liability insurance of the organisation.

Risk assessments

The staff member who has invited the visitor should assess whether a specific risk assessment needs to be carried out ahead of the visit, whether the risk assessment of the

visitor's organisation will be relied on or whether no specific risk assessment is required. The Head teacher should approve the proposed approach.

Where a risk assessment carried out by the outside organisation is to be relied on, a copy of this must be provided to school ahead of the visit so the adequacy of this can be reviewed. A copy should be retained by the SBM.

Disclosure and Barring Service certificates and barring

There have been a number of changes to the rules on criminal checks and barring checks (effective from 10 September 2012). This process is under the Disclosure and Barring Service ("DBS") and an enhanced CRB certificate is now known as a DBS certificate.

Under the new rules, schools are required to carry out barring checks for volunteers who will be engaged in regulated activity. Broadly, this is where volunteers will work unsupervised with children 4 times per month or more, but some activities such as personal care or activities including an overnight stay (e.g. residential visit) are always regulated, whether unsupervised or not. It is school policy that all regular volunteers are checked.

The details of any adults where a barring check and/or DBS certificate is required, either by way of employment or volunteers carrying out regulated activities, are recorded on the Single Central Record, a copy of which is held in the school office.

Adults employed to work in school with pupils by outside organisations, e.g. social workers employed the local authority, or adults who could have unsupervised access to pupils, e.g. IT support staff working regularly on site, trainee teachers will continue to be subject to barring checks and will require DBS certificate but the school can rely on checks made by their employers where these have been confirmed.

Where reliance is placed on checks made by an outside organisation, reference to this should be included in the contract between the school and the organisation. In addition, written confirmation should be received by the school of any checks made.

Evidence of the confirmations received from the outside organisation and identity checks should be recorded on the Single Central Record.

Arrival of visitors to school

All visitors must report on arrival to reception first explaining who they are and the purpose of their visit.

No visitor is permitted to enter the school via any other school entrance under any circumstances.

At reception, all visitors state the purpose of their visit and who has invited them. They should be ready to produce formal identification on request.

Formal identification will be required for any visitor who has not previously visited the school and is not known to the office staff. Any visitor who is not able to provide formal identification will not be allowed to enter the school unless the staff member who has invited them can identify them.

All visitors will be asked to sign in via the electronic signing in system which is in reception which will note the visitors name, organisation, who they are visiting, car registration (if applicable) and time of arrival.

All visitors will be required to wear a visitor's badge which must remain visible throughout their visit.

DBS checks

As above, confirmations of DBS checks for any visitors who are working unsupervised with pupils, or who could have unsupervised access to pupils, need to be recorded on the school's Single Central Record.

DBS checks are not required for adults employed by another organisation to work in school, where this does not involve working with pupils or unsupervised access to pupils, e.g. contractors such as plumbers. Where a contractor is working in school during school hours, they must be accompanied by a member of staff at all times.

Departure of visitors

On departing school visitors must leave via reception and sign out.

Unknown visitors

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

They should then be escorted to reception and the procedures above for "arrival of visitors to school" will apply.

In the event that the visitor refuses to comply, they should be asked to leave the site and the Head teacher and SBM should be informed promptly. The Head teacher will consider the situation and decide if it necessary to inform the police.

All visitors

Welcome information is displayed in reception. This covers information on fire evacuation and invacuation procedures, safeguarding and child protection procedures.

Governors, volunteers, students and leaders of out of school activities

Visitors who make frequent or regular visits to school will receive a formal induction.

It is the responsibility of the staff member arranging the visit to ensure that the visitor induction is completed before or at the time of the first visit to school.

The following safer recruitment processes must be followed for regular volunteers such as parent helpers in classrooms or students on work experience who have made arrangements independent of their school or college:

- **A volunteer application form must be completed**
- **The application form must provide at two references, which may be character references.**
- **A short interview will be held with the Head teacher**

Staff induction

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

Racial and Equal Opportunities Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability.

All staff and visitors have equal access and inclusive rights regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability.

Yeadon Westfield Infant School is committed to creating a positive environment that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available which expand on this further.