

Visitors to School Policy



Reviewed by: Mrs C Skipper, Autumn 2017

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St Nicholas Primary School





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1. Introduction

The School encourages parents and other individuals to visit St Nicholas Primary School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the school's facilities and equipment from misuse or vandalism.

A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parental involvement, a better understanding of how the school operates and the challenges facing the school, as well as an increased sense of collaboration and co-operation between the community and the school.

Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations.

The Head Teacher has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising that discretion, the Head Teacher considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students.

Appropriate administrative rules have been developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

2. 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 out by the *Local Safeguarding Children Board (LSCB) Guidelines and Procedures* (accessible via: <http://www.proceduresonline.com/hull/scb/>)

3. 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, theatre companies etc.)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel (Advisors, Inspectors etc)
- Building and maintenance contractors

4. External Visitors

Staff are required to be familiar with the school's Child Protection and Safeguarding Policy and Procedures (all staff are issued with hard copies upon its revision as well as being available on the school's website and Google Drive).

This policy applies to all visitors invited to the school by a member of staff.

5. Protocol and Procedures

a. Visitors Invited to the School

a) Before a visitor is invited to the school the Head teacher must 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 Head teacher before a visitor is asked to come into school.

b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit (including DBS form/information if applicable) and be informed of the procedure for visitors as set out below:

- Visitors must report to reception first and must 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 read the Child Protection Information for Visitors and the Fire Action information and sign the Visitors' Book which is kept in reception at all times
- All visitors will be required to wear a school visitor's badge (as well as their own should they have one).
- 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 the school, visitors should leave via reception and enter their departure time in the Visitors' Book and return the visitor's badge.

b. Unknown / Uninvited Visitors to the School

- a) All staff are aware that any visitor to the school site who is not wearing an identity badge must be challenged politely to enquire who they are and their business on the school site.
- b) They will then be escorted to reception to sign the Visitors' Book and be issued with a school visitor's badge. The procedure for invited visitors then applies.
- c) In the event that the visitor refuses to comply, they will be asked to leave the site immediately and the Head teacher or Deputy Head teacher will be informed promptly.
- d) The Head teacher or Deputy Head teacher will consider the situation and decide if it is necessary to inform the police.
- e) If an unknown/uninvited visitor becomes abusive or aggressive, staff must remain calm; ask the visitor to stay where he/she is until the head teacher or if unavailable a member of SLT arrives to discuss the situation. Under no circumstances must a member of staff put him/herself in personal danger. The code word, 'Red Triangle' can be given to staff nearby who will immediately find the head teacher or member of SLT. Once a senior member of staff arrives the situation will be quickly evaluated and if necessary the visitor 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. Disclosure and Barring Service Checks

If they come into school more than 3 times in 1 month they must have a valid DBS. It is not necessary to obtain an Enhanced DBS check for visitors who will only have contact with children **on an ad hoc or irregular basis** for short periods of time, or for pupils from Secondary schools undertaking voluntary work or work experience in other schools. However, it is required that all visitors sign in and out and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

Examples of people who do not need to apply for a DBS check include:

- Visitors who have business with the head teacher, or other staff or who have brief contact with children with a member of staff present (e.g. one off activities such as safety week with fire officers);
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment; and who would not be expected to be left unsupervised on school premises;
- Volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. a sports day, school fete, college open day; Secondary pupils on Key Stage 4 work experience in other schools, colleges or nursery classes; Secondary pupils undertaking work in another school as part of voluntary service,

citizenship or vocational studies. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question;

- People who are on site before or after school and when children are not present, e.g. local groups who hire premises for community or leisure activities, cleaners who only come in after children have gone home, or before they arrive.

7. Inclusion Policy Statement

We are an inclusive school and want to encourage all visitors to share in our ethos. We also want every visitor to feel a sense of belonging. This means that they will be immersed in our culture and see that every pupil with additional needs in this inclusive school has an entitlement to fulfil his/her optimum potential. This is achieved by ensuring the well-being of all pupils in relation to: being healthy, staying safe, enjoying and achieving, making a positive contribution, and achieving social and economic well-being. These well-being outcomes are embraced in every aspect of school life: personalised teaching and learning approaches; access to ICT across the curriculum; flexible learning pathways and out-of-hours learning activities; support for emotional well-being; flexible timetables; assessment for learning which engages pupils in having a say about their progress and additional provision; and partnership with parents/carers, other schools, the local community and with practitioners from health, education and social services providing 'wrap around' care and personalised services.

8. Child Protection Information and Procedures for Visitors to the School

Headteacher: Mrs C Skipper

**Child Protection Co-ordinator: Mrs H Johnson,
Child Protection and Well-Being Assistant: Mrs G Wood**

Visitors are required to:

- **sign in** at the main office
- **wear identification at all times** whilst on the school site
- **switch off mobile telephones** whilst on the school site

The health, safety and wellbeing of pupils is paramount at St Nicholas Primary School. Therefore, if you have any concerns about any child with whom you are working, you should first inform the class teacher who will then pass on the information to the Child Protection Co-ordinator.

You should write down exactly what occurred/was said, without questioning the child, be specific and do not infer anything. The report will need to be signed and dated.



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However, if the teacher is not available, you should inform the either the Head teacher or Child Protection Co-ordinator directly.

The school adheres to the Hull Safeguarding Board Procedures and Guidelines, a copy of which may be found in the staffroom, and has a full policy on child protection and safeguarding which may be found in the school reception, website or Google Drive.

If you overhear any derogatory comments or incidents relating to disability/ racism /homophobic bullying etc, or they are reported to you, please inform the Head Teacher or (in her absence) a member of SLT as soon as possible. Please write down clearly what has occurred as the Head teacher will need evidence. Please sign and date this record.