

St James Church of England Primary School



Name of Guidance Document	School Visitors Guidance and Procedures
Review Date	Autumn 2018

Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to St James' Church of England Primary School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing 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 responsibility of the Governing Body and senior staff to ensure that 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 guidance and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Guidance Responsibility

The Operations Manager is the member of staff responsible for implementation, coordination and review of this guidance. This person will also be responsible for liaising with the site and reception staff and Safeguarding Officer as appropriate. All breaches of this procedure must be reported to the Operations Manager (Headteacher).

Aim

To safeguard all children under this school's responsibility both during school curriculum hours and out of school hours' activities which are arranged by the school.

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 and safeguarding guidelines.

Where and to whom the guidance 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 school organised (and supervised) off-site activities. The guidance applied to:

- All 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 and volunteers
- All pupils
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book or register with the visitor management system which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Approved Visitor List

The school will hold an approved visitor list for visitors who regularly visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a. They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record and
- b. A current clear DBS childrens' barred check has been undertaken AND received

Visitors on the Approved list MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book/visitor management system). A copy of the approved visitor list will be kept behind reception at all times.

Playgroup parents will be escorted by Playgroup staff at all times whilst they are on site.

Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book /visitor management system alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception

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 should then be escorted to reception to sign the visitors book or sign into the visitor management system and be issued with a visitor badge.

The procedures under “Visitors to the School” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member 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 immediately, and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not held already) via the school office.

The school must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitors Book or visitor management system.

New governors will be made aware of this guidance and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this guidance by staff they first report to when coming into the school for an activity or class supporting role.

Staff Development

As part of their induction, new staff will be made conversant with this guidance for External Visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

This guidance and procedures should be read in conjunction with other related school policies including.

- Safeguarding Guidance
- Health & Safety Guidance
- Fire Guidance