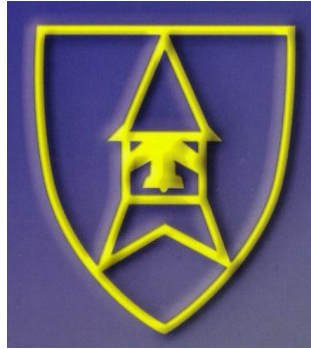




Visitors Policy and Procedures

Swinderby All Saints Primary School

Approved by:

Policy Approvals Panel

Date: July 2024

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy Statement

Visitors are very welcome to our school, however it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and well-being of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of all staff and the Headteacher to ensure this duty is implemented at all times.

In performing this duty, the School recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires **ALL VISITORS** (without exception) to comply with the following policy and procedures.

3. Policy Responsibility

Our Designated Safeguarding Lead is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Designated Lead.

4. Where to and 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 organized (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 supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists).
- All members of staff
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Building and maintenance contractors

5. Protocol and Procedures

5.1 Planned visitors in school

All visitors to the school may be asked to provide formal identification at the time of their visit

- Where possible the school office staff should be informed of all pre-arranged visitors to the school
- All visitors must report to the school office first and should 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 sign the Visitor's Record Book (which is kept by the school office at all times), making note of their name, time of arrival and date.
- All visitors will be required to wear an identification badge. The badge must remain visible throughout their visit.
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office to receive their visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the main school entrance and:
 - Enter their departure time in the Visitor's Record book alongside their arrival entry.
 - Return the identification badge to the school office.

Please note: if a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child. See further guidance on DBS checks – Appendix 1.

5.2 Unknown/unplanned visitors to the school

- Any visitor to the school who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school.
- They should then be escorted to the school office to sign the Visitor's Record Book and be issued with an identity badge. The procedures in 5.1 then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly.
- The Headteacher (or Teacher in charge) 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.

6. Governors and regular volunteers/parent helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the Senior Administrator
- All Governors and parent helpers should follow the procedures as stated in 5.1
- New Governors will be made aware of this policy and be familiarized with the procedures as part of their induction. This is the responsibility of the Headteacher.
- New parent helpers will be asked to comply with this policy as their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role.
- Parents may be permitted to assist on an ad hoc/occasional basis (e.g. giving a talk to 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 parent helpers must be DBS checked. Again, all parents should follow procedures as stated above in 5.1

7. Contractors/Workmen

- Contractors/workmen should follow the procedures set out in 5.1

8. Staff Development

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

9. Smoking (including e-cigarettes and vaping)

The school has a duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of all adults and children in school. The No Smoking Policy is designed to secure a non-smoking healthy and safe environment to protect the staff, pupils and students, visitors and contractors from the effects of tobacco smoke at the school to ensure compliance with the Smoke free (exemptions and Vehicles) Regulations 2007. The No Smoking Policy is designed to ensure a healthy and safe working environment in compliance with the Health Act 2006. This is in the context that medical evidence continues to reinforce the link between inhalation of smoke both directly or by passive smoking and serious illness or the exacerbation of pre-existing health problems.

- 9.1 the school has obligations to ensure the well-being of all members of staff, pupils and stake holders. To facilitate this and in the interests of providing a pleasant working environment for all, the school prohibits all types of smoking (including e-cigarettes and vaping) on the School premises at any time.
- 9.2 The enforcement of the no smoking policy will be the responsibility of all designated responsible persons within the school. The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work.
- 9.3 Any stakeholder found to be in breach of this policy will be asked to leave the premises and the school site.
- 9.4 There will be NO designated smoking area with the school site.
- 9.5 Staff are requested to refrain from smoking within the vicinity of the school site to enforce a comprehensive approach
- 9.6 The smoking ban will apply to all activities held on school site irrespective of whether held within school or outside school hours, or within term time or within school holidays.

10. Linked Policies

This policy should be read in conjunction with other related policies and guidance including:

- Child Protection/Safeguarding Policy
- Employment Manual
- Health and Safety Policy
- Confidentiality Policy
- Safer Recruitment Policy
- Additional policies – Whistle Blowing, all documents and procedures linked to Prevent (Autumn 2015)

- Keeping Children Safe in Education 2020

Appendix 1

Guidance on DBS Checks

One off parent or volunteer helpers

If you would like a parent to help in a class as a one off, a DBS does not need to be done but the parent must stay in classroom, supervised. They cannot be left to work on their own with any children. Please do not allow them to sit in the corridor as this is often very quiet with no staff present. Please always notify, Mrs Sims in the office, of any parent helpers/visitors due into school.

Regular parent helpers or volunteers

If you wish a parent or volunteer to come in on a regular basis, then they must be DBS checked and Mrs Longstaff and Mrs Sims notified. Please do not let the parent/volunteer come in on a regular basis until this has been done and the DBS check has been completed. Once a DBS certificate has been received, the adult can work with the children in the corridor or other areas of the school unsupervised. The parent helper/volunteer will need to show their new DBS certificate on their first visit to school so the details can be logged on the school's Single Central Record.

Peripatetic Teachers (e.g. supply, music or PE teachers)

In most cases a DBS check will have already been carried out on these adults. However, if you are curriculum leader and planning to use someone to deliver a lesson on a regular basis, it is your responsibility to inform Mrs Longstaff and Mrs Sims to ensure checks are done and certificates are logged on the Single Central Record. You must make sure that this is done in plenty of time in order to deliver the lessons. The peripatetic teacher cannot be left in charge of another visiting adult unless they have had the complete safeguarding training.