



Templemoor Infant and Nursery School Visitors to School Policy

Policy Adopted	20 th May 2019
Committee	Resources and Safety Committee
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Next Review Date	20 th May 2020



Templemoor Infant and Nursery School Visitors' Policy

We are committed to being a UNICEF Rights Respecting School

This policy has links with Articles 3, 19, 29 and 31 of the United Nations Convention on the Rights of the Child:

"The best interests of the child must be a top priority in all actions concerning children."

"Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and mistreatment by their parents or anyone else who looks after them."

"Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment."

"Every child has the right to relax, play and join in a wide range of cultural and artistic activities."

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, 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

We assure all visitors a warm, friendly and professional welcome to Templemoor Infant and Nursery School, whatever the purpose of their visit, 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 wellbeing 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 the Governing Body and the Headteacher to ensure that this duty is implemented 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 procedure. Failure so to do may result in the visitor's escorted departure from the school site.

3. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads.

4. Where and to whom this 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/holiday club activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, drama coaches)
- All Governors of the school
- All parents (including parent helpers)
- Other education related personnel (e.g. Local Authority staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

5. Protocol and Procedures

5.1 Planned visitors to school

On arrival visitors **will** be asked to produce formal identification if they are not known to the school.

- Where possible the school office staff should be informed of all prearranged 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 'Confidential Visitors' Sign-In' Book (which is kept by the school office at all times), making note of their name, organisation, who they are visiting and visitor badge number.
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit. Visitors will be given a lanyard of a certain colour:
 - Blue – Visitor who has been cleared to work with children.
 - Yellow – Visitor who is not expected to work with any children. To be accompanied by a member of staff at all times.
 - Black – School Governor.
 - Local Authority employees should wear the identification badges issued by the organisation for which they work (e.g. Educational Psychologists).

- 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 the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the school office and:
 - Enter their departure time in the 'Confidential Visitors' Sign-In' Book.
 - 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.

5.2 Unknown/ unplanned 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 at the school.
- They should then be escorted to the school office to sign the 'Confidential Visitors' Sign-In' 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 and Deputy Headteacher (or the Teacher-in-Charge) should be informed promptly.
- The Headteacher / Deputy Headteacher (or the 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 volunteers 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 School Office.
- All Governors and volunteers should follow the procedures as stated in 5.1.
- New Governors will be made aware of this policy and be familiarised with the 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 policy at Volunteer Interview 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 a 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 and volunteers must be DBS checked. Again all parents and volunteers should follow the procedures as stated in 5.1.

7. Contractors

- Contractors should follow the procedures set out in 5.1

8. Visiting speakers

- Before inviting a guest speaker into the school appropriate checks on the suitability of the person will take place, which may include internet searches and/or contacting other schools where the person has spoken previously.
- The guest speaker will be spoken to and made aware that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- The speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand.
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification.
- Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present. Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

9. 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.

Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Healthy and Safety Policy
- Keeping Children Safe in Education (latest version)
- Volunteer Policy
- Preventing Radicalisation Policy