

# West End Primary School

## Visitors in school Policy

In order to safeguard the children in our care and to protect the interests of all those who work in the school we have a policy for the admission and management of visitors to the building.

It is most important that only those people who need to have access to the building are allowed to enter and that the reason for their visit and their identity is checked before they are allowed to enter the building. It is also important to remember that we are a school working in close partnership with our parents, consequently a sensitive, tactful and caring approach to them is appropriate at all times.

### **Aim**

To safeguard all the children during school hours whilst following the curriculum and out of school hours activities. The ultimate aim is to ensure West End Primary School children can learn and enjoy extra-curricular experience, in an environment where they are safe from harm.

### **Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all the staff, governors, visitors and parents and conforms to child protection guidelines as set by the DFE.

### **Before a visitor is allowed to enter the school consideration will be given to the following:**

What is the purpose of the visit?

Is the person going to come into unsupervised contact with children?

Can the person be escorted around the building to carry out their visit?

Is the visit in the best interests of the pupils?

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

Parents, carers and family members

Education professionals such as Educational Psychologists, Speech Therapists, Occupational Therapists, music tutors, Social care workers

Governors

Local Authority representatives

Teachers from other schools

Healthcare professionals

Sports Coaches

Students

Contractors

Government officials

Local Councillors

Members of the local community

Invited visitors e.g. for assemblies, charity appeals, to support the curriculum

### **Where and to whom the policy applies**

West End Primary School is deemed to have control and responsibility for its pupils anywhere on the school site, during normal 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 and for after school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists)

- All governors of the school
- All parents/carers (including parent helpers and members of the PTFA)
- All pupils
- Local authority personnel
- Education personnel (e.g. Advisers, Inspectors)
- Building and Maintenance contractors

### **External Visitors to School**

Staff are required to be familiar with the school's Safeguarding and Child Protection Policy in relation to preventing unsuitable people from working with children and young persons in the education service.

### **Protocol and Procedures**

Before a visitor is invited to the school the Headteacher should 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 Headteacher before a visitor is asked to come to school.

When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to reception first – not to 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, including photo ID and DBS certificate where appropriate. DBS numbers will be logged by the school on the Single Central Register.
- All visitors who will be working with children will be asked to provide proof of identity and a valid DBS before being all allowed to enter the building and make contact with children. On subsequent visits once the person's identity has been checked and referenced against the recorded DBS details the visitor may carry out their business in school.
- If appropriate identification cannot be provided then access will not be allowed.
- All visitors will be asked to sign the visitors' book which is kept in reception at all times
- All visitors will be required to wear an identification badge
- 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.

Where possible, visits by contractors especially for maintenance should be made at times when the pupils are not on the premises.

Any visitor in school not displaying a school visitor's badge will be challenged by members of staff.

The suitability of all visitors invited into school to work with the children will be assessed throughout the visit and a decision made as to whether they may be asked to visit the school in future.

### **Volunteers including parents and work experience students:**

Volunteers support the school in a number of ways, including:

- supporting individual pupils and small groups
- hearing pupils read
- helping with classroom organisation
- helping with the supervision of children on school trips
- organising events, e.g. PTFA fun day

### **Volunteers are not allowed to undertake the following activities:**

- take responsibility for the whole class or large groups of children (more than 6)

- change children, or supervise them changing
- supervise children engaged in PE or other specialist activities without a teacher in charge
- take children off the school site without a teacher in charge;

The responsibility for the health and welfare of the child remains with the class teacher at all times.

### **Police checks**

In the case of regular volunteers a full DBS check will be required before they are allowed to work in the school.

In the case of single occurrences, such as supporting a school trip, this will not be required but helpers must be known to the school and report to the class teacher before joining the trip.

In the event of the check not being a full DBS disclosure the adult must never have unsupervised access to pupils. Details of checks are recorded on the Single Central Register.

The Headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

This policy was approved with immediate effect by the Health and Safety Committee on

25.03.2020

It will be reviewed in March 2022

\_\_Claire Cheesman\_\_\_\_\_ Chair of the Health and Safety Committee