



Shardlow Primary School

Aspire Achieve Thrive



Visitors to School Policy

Approved by:	Local Governing Body
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Version Control

Version	Date	Author	Changes
V1	May 2023	K Magner	New policy to complement the SPS Safeguarding and Child Protection Policy
V1.1	Dec 2024	K Magner	Amended appendix 1 Code of Conduct for Adults in School- Updated attitudes and ethos to reflect sexual harassment policy and procedures. Amended

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Associated Documents

Visitor & Volunteer Risk Assessments

Aims and objectives

The aim of this policy is to ensure that children and staff can learn and work in an environment where they are safe and free from harm. We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after-school activities and on school-organised off-site activities.

The key objectives of this policy are:

- to provide clarity regarding expectations, procedures and management of all visitors to the school
- to ensure due consideration is given to safeguarding requirements and child protection guidelines and prevent unsuitable people from working with or supporting children.

This policy applies to:

All external visitors entering the school site during the school day or for after-school activities including but not limited to:

- Governors
- Parents/carers
- Volunteers
- Professional visitors
- Sports Coaches and enrichment providers
- Building & Maintenance Contractors
- All staff will be made aware of this policy and their responsibilities when overseeing visitors and/or volunteers on-site.

Relevant Policies

This policy should be read alongside

- Shardlow Primary School Safeguarding and Child Protection Policy
- Shardlow Primary School School Security Policy
- Shardlow Primary School Staff Induction Policy
- Shardlow Primary School External Contributors Policy
- Shardlow Primary School Volunteer Policy and Code of Conduct

Protocol for visitors to school

The following protocol applies to all visits, planned, or unplanned:

- **On Arrival** – Unknown callers will be identified at the gate and must then be met at the main entrance before being allowed access through the main entrance door.
- All visitors must report to the office administrator in the school office.
- All visitors must state the purpose of their visit and who has invited them or who they wish to see
 - Professional visitors representing the Trust, Local Authority, businesses, contractors and outside agencies are required to confirm their identity and produce formal identification
- All visitors are required to sign-in using our electronic sign-in system (Envoy), which requires that visitors read and agree to abide by the requirements in our Notice to Visitors (including safeguarding guidance, health & safety information, fire evacuation protocols and first aid procedures).
- All visitors must be made aware of our Code of Conduct for Adults in School (Appendix 3) and any other relevant policies, guidelines or risk assessments relevant to their visit. If the electronic sign-in system isn't working, visitors will be provided with a printed version of the Notice to Visitors to read and sign
- All visitors are required to wear an identification badge/lanyard throughout a visit which should be returned on exit.
- Visitors will be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor
- All visitors should stay within the areas that are necessary for their visit
- **On Departure** - all visitors must sign out on the electronic system (or the printed version if necessary), submit their pass and leave via the main entrance

Vetting procedures and the Single Central Record requirements for visitors

The Single Central Record (SCR) is a document which details all adults who have regular contact with the pupils attending the school. This includes all staff, whether directly employed by the school or through an agency and is updated and maintained regularly to keep up to date with key details and vetting checks.

Shardlow Primary School will obtain an 'enhanced disclosure and barring service check' (DBS), which should include children's barred list information, for all visitors or volunteers who are working in regulated activity.

Regulated activity is:

- **unsupervised** teaching or looking after children regularly
- providing personal care **on a one-off basis**

Anyone, including volunteers, who are unsupervised and work frequently or intensively with children and are therefore working in a regulated activity must have an 'Enhanced DBS with a Children's Barred List Check' in place and must be added to the SCR in the same way as other members of staff.

Employers are not legally permitted to request barred list information on a **supervised** volunteer, as they are not considered to be engaging in regulated activity. Volunteers who are wholly supervised and who do not work for prolonged periods, frequently (more than four times a month) or intensively (more than twice a week) with children do not need to be added to the SCR.

The school will complete a written risk assessment to determine whether an Enhanced DBS Check should be obtained. The completed risk assessment should be kept in a school's local personnel records.

Supervision of visitors and volunteers

The school is responsible for determining whether a volunteer is considered to be supervised. Supervision must be made by a person who is in regulated activity relating to children regularly and day-to-day and must be reasonable in all the circumstances to ensure the protection of children. Headteachers should use their professional judgement about the level of supervision needed to escort visitors.

- **Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.**

Existing volunteers do not have to be re-checked if they have already had a DBS. However, if the school has any concerns they should consider obtaining a new DBS check at the level appropriate to the volunteering role.

Planned visits to school

Most visits to the school are pre-planned, arranged, organised or expected; with prior approval of the Headteacher due to the nature of the visit. (e.g., to work with a child or group of children, attend a meeting, complete a set task, liaise with a staff member or make a delivery).

- **New visitors**

Before a new visitor is invited to the school, the Headteacher will be informed, with a clear explanation as to the relevance, purpose date and time of the visit provided, to ensure appropriate planning and checks are in place. Professional visitors are often linked to the individual needs of a child or family, so will involve prior consent for information sharing in line with General Data Protection Regulations (GDPR).

- **Professional visitors**

For visitors to the school who are there in a professional capacity; such as educational psychologists, police, health and social care, special needs and disability support services, the school will check the ID and ensure that the visitor has the appropriate DBS check in place. Where the visitor's employers have confirmed that their staff have appropriate checks in place, the school should not ask to see the certificate in these circumstances but may record the information as confirmed on the single central record (SCR)

We have Service Level Agreements in place for some organisations, such as for University placements, which include a statement of assurance. These statements assure the school that their host organisations have completed enhanced DBS checks on all staff who visit the school. If these staff will be working directly with pupils for two or more days a week or four times within any one month their details will be recorded on the SCR. The only fields to be populated on the SCR in the contractors section.

- **External Providers and Visiting Speakers**

External organisations and visiting speakers such as artists, authors and theatre companies can provide a varied and useful range of information, resources and experiences to enrich children's education. Careful consideration is given to the suitability of any visitor used. This includes an assessment of the educational value, the age appropriateness of what is going to be delivered and whether relevant checks will be required. Staff must ensure visitors have appropriate experience and skills to deliver sessions and provide access to any further documentation required e.g. specific policies, risk assessments and Health and Safety guidelines.

These arrangements are outlined in our 'Use of External Contributors' Policy.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will not be required to submit DBS verification. This is in line with central government guidelines.

- **Contractors**

Wherever possible maintenance work carried out on site is outside pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet all the school's safeguarding requirements and visit protocols and will also need to comply with all required

health and safety risk assessments with regard to the scope of works, including reviewing the school's asbestos survey before commencing work.

In some special circumstances, contractors may be required to have DBS verification in place. For example: Where contractors, during ongoing building work, will be regularly working in close proximity to play areas or internal areas where pupils are present or where the nature of the contractor's works means they will have access to sensitive data such as computer maintenance/management information service companies

In such cases, before work commences, the contractor company will be required to supply their employees' DBS numbers and date of clearance to be entered onto the SCR.

- **Governors**

Governors are required to have an enhanced DBS check. Schools should also check if a person they propose to recruit as a governor is barred as a result of being subject to a section 128 direction, using the Employer Secure Access sign-in portal. Governance is not a regulated activity relating to children, so governors do not need a children's barred list check unless, in addition to their governance duties, they also engage in regulated activity.

- **Volunteers**

Volunteers play an important role in school and are often seen by children as being safe and trustworthy adults. The nature of voluntary roles varies, so schools should undertake a risk assessment and use their professional judgement and experience when deciding what checks and supervision if any, are required.

- **Work Experience & Training Placements**

We wholeheartedly support the development of the teaching profession in all roles and we offer work experience placements for adults in training as well as young people wishing to gain work experience in a school setting.

In such cases, the vetting is carried out by the applicant's host agency. Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance, together with the student's DBS clearance information, will be provided to the school before the commencement of their placement.

Where secondary school students seek work experience, a statement of assurance as to their suitability will be obtained from their school and a programme of mentoring and support established.

Monitoring and review

This policy, its implementation and its effectiveness is regularly monitored by the Headteacher and Governing Body and is reviewed regularly. This ensures we meet our statutory obligation

APPENDICIES



Shardlow Primary School

ASPIRE ACHIEVE THRIVE



Code of Conduct for Adults in School

At Shardlow Primary safety is paramount!

We want all of our children and adults in school to know how to keep themselves and others safe. All adults including visitors, volunteers, contractors, supply teachers and or before or after school providers must ensure the following;

Attitudes and ethos

All adults are required to maintain a professional attitude whilst in school and represent the school positively.

All adults will treat the children in our care with respect; communicate positively and follow the school's behaviour policy. We do not shout at our children, use sarcastic or inappropriate language.

We are committed to providing an inclusive and supportive working environment free from bullying, harassment (including sexual harassment), discrimination and victimisation for everyone who works here.

Arrival

On your first visit to the school ensure you receive the relevant paperwork for your role including a declaration of medical information form and next of kin details and hand into to office administrator, where relevant.

Ensure you have provided a copy your DBS certificate (3 years in date). If you do not have a DBS please note that whilst in school you must be supervised by a member of staff at all times.

Each time you arrive/depart school please report to the school office and sign in and out of the visitor book.

Safeguarding

All adults in school have a duty to safeguard the children in our care.
If you have concerns about a child you **MUST** report this to one of our designated safeguarding leads;



Mrs Magner
Designated
Safeguarding Lead



Mrs Berry
Deputy Designated
Safeguarding Lead



Mrs Marshall
Assistant
Safeguarding Lead



Mrs Gillard
Assistant
Safeguarding Lead



Shardlow Primary School

ASPIRE ACHIEVE THRIVE



Adults are not to be alone with a child in a closed space or provide intimate care.

Personal belongings

Ensure that personal belongings, including mobile phones and personal medicines are kept in staff only zones at **all** times.

Staff only zones include the school office, staff room and first aid room.

Lockers or a safe are available if needed please ask at the school office.

Photos

Photos may only be taken of pupils where previously agreed by the Headteacher and in line with our photo permission document. Photos must not be taken on personal devices.

Physical intervention

In all instances, every possible effort should be made to avoid the need for physical intervention. Physical intervention must only happen when there is *significant* risk of harm to a child or adult in school. If a situation is escalating, you should notify a member of school staff as soon as possible.

School Field

The school field is located on the other side of London Road.

If you are going over to the school field please ensure you have asked a member of staff about the appropriate crossing procedures.

If you will be working with children over on the school field without a member of staff (e.g. after school club) please ensure you have obtained a walkie talkie and instructions from the school office.

Health and Safety

If you notice any issues with any equipment, furniture, wiring or otherwise please ensure you report this to a member of school staff.

If you notice a spillage there is a yellow 'wet floor' sign in the main corridor. Please stay with the spillage and ask another person to fetch the sign and then seek a member of staff for help in cleaning it up.

Fire Safety

Follow the procedures set out on the poster next to each exit. Exit the building via the nearest exit. Ensure that children are taken with you. Each class has a designated meeting point on the playground. If you are responsible for a class you must ensure a head count is taken and report this to the Fire Safety Lead (usually the Headteacher or assistant Headteacher).

First Aid

If a child has an accident please report them to a first aider. If you are first aid trained and have provided the office with your certificate you can provide first aid but also report the incident to staff so a note can be sent home.

Behaviour



Shardlow Primary School

ASPIRE ACHIEVE THRIVE



The behaviour expectations at Shardlow are of a high standard and pupils most often meet these standards. On occasions where pupil conduct is undesirable/unacceptable and or serious, as an adult in school you have a duty to ensure you do something about it. At Shardlow wherever possible we try to use positive language to remind the pupil of the expected behavior in a calm voice, however we appreciate that in cases where there is risk of harm this may not be possible. If you are concerned about talking to a child regarding their behavior then please ensure you inform a member of staff instead.

Social Media

No adult will have communication with children on a social media platform other than agreed for school purposes.

No adult will respond to concerns/complaints raised by parents and or members of the public on social media platforms other than to inform them of the school's complaints procedure. No adults will respond to such complaints or concerns with details of their personal experience in school.

Personal Data

The personal data of staff and or pupils remain on site at all times unless agreed by the Headteacher and in such cases the data must be stored on an encrypted memory stick.

Confidentiality

Any information about pupils in school must not be shared with anyone outside of school, including the child's family members, without prior permission from the Headteacher or your line manager. If recalling events or situations to persons outside of school you would say 'a pupil' as opposed to the pupil's name.

If you do not adhere to this code of conduct you may be asked to leave the premises.

Sign	
Print	
Date	