

# School Policy for Visitors, Volunteers and Work Experience Personnel

ST. SAVIOUR'S C of E PRIMARY SCHOOL



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### 1. Aim

The purpose of this policy and its associated procedures is to ensure the safeguarding, welfare and protection of all stakeholders of the school, its community, visitors, volunteers, students and work experience personnel. The ultimate aim is to ensure all children and staff learn and work in an environment where they are safe and free from harm.

This policy is designed to ensure compliance with current guidance and legislation and links with the safeguarding policy.

### 2. Objectives

The key objective of this policy is 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 parent/carers that conforms to child protection guidelines and prevents unsuitable people from working with or accessing children in the school setting.

We have responsibility for the safety and well-being of all our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This 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 school activities (including music teachers, sports coaches)
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- Governors
- Parents/Carers
- Volunteers
- Work Experience Personnel
- Children
- Local Authority Staff
- Building and Maintenance Contractors

St Saviour's C of E Primary School welcomes visitors, parents, ex-students, volunteers and work experience personnel from the local community, surrounding partner schools, colleges, universities and from a variety of outside agencies to collectively support, promote learning and well being through their individual experience and expertise.

### **3. Visitors representing the Local Authority, Businesses or outside agencies**

#### **3.1 Local Authority**

This include the following:

- Social Workers
- Education Psychologist
- Pupil and School Support
- Finance Officer

#### **3.2 Business and outside agencies**

- Speech and Language Therapist
- Malachi
- Sports Coaches

### **4. Volunteers and Work Experience Personnel**

#### **4.1 Volunteers**

The school supports parents (and other adults) wishing to work as a volunteer in school. The main ways of helping are:

- Occasional support such as a sports event or educational visit. These are individual one-off events where parents may commit themselves to one or two occasions
- Regular support is when volunteers offer weekly support to the school for an agreed period of time

#### **4.2 Work Experience Personnel**

The school offers a number of work experience placements throughout the school year. This can be to:

- Students in Education (In Secondary School and/or College/University)
- Young Adults in training
- Young people wishing to gain some experience in a school setting

## 5. Contractors and other Visitors

Throughout the year, the school may receive a number of contractors and other non-pupil related visitors on site. These can include:

- Delivery staff
- Routine maintenance engineers
- IT support
- Contractors

## 6. Pre-Visit Procedures

Before a visitor is invited to the school, both the Headteacher and Deputy Headteacher are informed, with a clear explanation as to the relevance, purpose, date and time of visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Headteacher or Deputy Headteacher.

Information relating to the visitor is provided to office/reception staff prior to the visit. In particular, full name of visitor, company name, date, time, contact in school and purpose of visit.

## 7. Visitors invited to the School

- All visitors to the school will be welcomed in a cordial confidential, efficient and purposeful manner.
- All visitors must stop at the gate and press the call button to gain access to the site, explaining who they are and the purpose of their visit.
- 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.
- Delivery staff are monitored on entry through main gate and are not allowed past reception unsupervised.
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. If there is any doubt as to the authenticity of this information, they will not be allowed entry to the building and the Headteacher, or a member of the Senior Leadership Team will be informed.
- Pre-booked maintenance engineers and contractors are expected to produce photographic identification upon arrival. An email is sent and a response received from the third-party employer prior to the visit, confirming the individuals full name, date of birth, DBS number and date.
- Formal visitors representing the LA. Businesses or outside agencies are required to present formal identification.
- All visitors will be asked to sign the electronic inventory system, entering all information requested, including full name, organisation, who they are visiting and car registration number.
- All visitors will be made aware of the Safeguarding & Child Protection, Code of Conduct, Behaviour and Whistleblowing Policies on arrival.
- All visitors will be provided with an identity badge with relevant coloured lanyard (see Appendix A), and will be required to wear this at all times, whilst on the school site. The badge must remain visible throughout the visit.
- All visitors will be made aware of the health and safety emergency procedures by the member of staff supervising their visit.

- All visitors without a valid Disclosure and Barring Service number will be supervised until they leave the school site
- 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. 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 list or hold a valid DB.
- Any visitors on site who are not recognized, or who are not appropriately “badged” with the appropriately coloured lanyard should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not “badged” with a lanyard.

## 8. Visitors leaving the School

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

- Sign out of the Inventory system
- Return the identification badge to reception
- Reception staff to ensure visitor is not allowed re-entry to school site once they have signed out

## 9. Governors and Volunteers

- All Governors, volunteers and students must undergo a new Enhanced Disclosure and Barring Service (DBS) police check prior to the agreed start date in order to ensure that all children and stakeholders are protected. Volunteers are encouraged to join the DBS update service.
- All governors and volunteers are required to comply with the Disclosing and Barring Service procedures, completing a DBS form (if not already held by the school)
- The school must check all governors and volunteers DBS certificate is current and valid.
- Volunteers are expected to be able to obtain 2 references (upon request), complete a risk assessment, an overseas declaration form and the childcare and disqualification form (for those working with children under 5 during the school day or under 8 outside school hours).
- Thereafter, procedures under “Visitors invited to the school” above should apply.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by the office staff and/or point of contact when coming into school for any activity or class supporting role.

## 10. Unknown/Uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity badge. The procedures under “Visitors Invited to the school” above will then apply.
- In the event that the visitor refuses to comply, they are asked to leave the site immediately and the Headteacher or Senior Leadership should be informed promptly. The Headteacher/Deputy Headteacher (or Senior leader if neither is available) 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 school site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

## **11. Specific Guidance/Checklist for members of staff organising visits from external agencies**

All members of staff should ensure the visitor/external agency complements the school's planned programme or scheme of work. All of the above checks still apply alongside the following:

- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).
- Provide access to relevant school policies, e.g. SRE, Drugs, Confidentiality and risk assessments.
- Inform relevant people of presence and remit of visitor: e.g. School Reception or Senior Leadership Team.
- Inform students in advance of the activity.
- Provide visitor with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Students given time to reflect on what they have learned.
- Students, teacher and visitor carry out and record agreed evaluation method of session.

## **12. CPD**

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

## **13. Monitoring Arrangements**

This policy will be reviewed annually by the Headteacher.

## **14. Links with other policies**

- Safeguarding and Child Protection
- Health & Safety
- Fire Safety
- Data Protection
- Behaviour
- Whistleblowing

## **Appendix A – Appropriate Lanyards**

- Purple – Safeguarding Lead Staff (with text)
- Black – Permanent or Fixed Term Staff (with text)
- Black – Governor (with text)
- Black – Student (with text)
- Blue – Supply Teachers and Regular outside agencies e.g. Speech & Language, Sports Coach, Educational Psychologist (without text)
- Green – Volunteer (with text)
- Red – No DBS (without text)

## Appendix B – Visitor Flowchart

