

# ST. LAWRENCE CHURCH OF ENGLAND PRIMARY SCHOOL



## VISITOR POLICY

### OUR SCHOOL VISION STATEMENT

Learning together, rooted in God, pupils at St Lawrence Church of England Primary School are easy to distinguish by the personal qualities they present. They are **happy, confident, articulate** children with a love of learning and a sense of **service**, who recognise and celebrate their own **individuality** and that of other members of our community. They are **generous, kind** and welcoming; they are **forgiving** and understand **justice**. With God by their side, they face the world with **resilience, integrity** and **joy**

**Designated Senior Lead for Safeguarding** Julie Goodwin

**Deputy DSLs** Rachel Sharp

**Safeguarding Governor** Michael Clack

**Policy Reviewed September 2023**

**Next review: September 2024**

**Reviewed by: Mrs Julie Goodwin**

## **Aims**

This policy has been written in partnership with Lancashire Prevent Partnership and with regard to DfE Keeping Children Safe in Education (September 2023) (KCSIE) guidance and Disqualification under the Childcare Act (2006)

This guidance is intended to help the staff of St Lawrence CE Primary School manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher, Senior Leadership Team (SLT) and the Governing Board.

## **To be read in conjunction with:**

- Safeguarding Policy
- Prevent Duty Risk Assessment
- Staff Code of Conduct.
- Health and Safety Policy
- Confidential Reporting (Whistle-Blowing) Policy

## **Guidance and Responsibilities**

The Principal and Chair of Governors are responsible for implementing this guidance and managing visitors to the school. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school.

All staff are made aware of this guidance, including that it applies to all visitors equally, including VIPs.

## **Types of visitor**

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologists, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic music staff and sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- Visiting speakers
- VIPs – Very Important People
- Other legitimate visitors e.g. parents, parent helpers, those on work experience, school governors etc.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. See Risk Assessments for occasional adult helper/visiting speaker and Prevent Duty. The Principal, Head teacher or member of the Senior Leadership Team should be aware of organised visits involving pupils in advance.

## **Procedures for ALL visitors**

Wherever possible, visits to schools should be pre-arranged

- All visitors must report to Reception first and not enter the school via any other entrance
- At Reception, all visitors should explain 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 visitors' record book
- All visitors are issued with either a visitor's badge or contractor's badge which should be worn and displayed prominently.
- Visitors are told about fire evacuation arrangements by reception staff
- No visitor will be left alone with children or accompany children to the toilet. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- Reception colleagues will check the contractors/visitor list for DBS details, which provides details on contractors/visitors with an enhanced DBS in place (seen by the School). The contractors/visitors list is reviewed by the HR manager on an annual basis.
- Visitors are told that they must always be with a member of school staff and that if they find themselves alone with pupils/children they should report to a member of staff or reception immediately.
- If the visitor is part of a large group of visitors a separate register may be utilised.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in - out' records regularly to monitor compliance with these procedures.

**If a visitor calls unannounced;**

- Visitors without prior appointment should, always, report to the school reception.
- They will be asked for identification, who they wish to see and request the purpose of their visit.
- They will be shown to a waiting area, where they can wait until someone is free to speak to them.
- It will be explained that the School setting is busy and that they may have to wait until a staff member is free to deal with them. They will be given the option of waiting or making an appointment.
- In all cases, reception staff will ensure that the visitor's book has been signed and above procedures explained and followed.

Any member of staff has the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.

**Special categories of visitor**

**VIPs**

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders

- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

### **Important considerations for VIP visits**

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail e.g. it is unlikely that the Queen or another senior member of the Royal Family would be expected to show or wear ID. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

### **Staff from outside agencies**

If school has received written notification from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children. Reception staff must check that the person presenting themselves is the same person on whom the checks have been made.

This includes Police Officers, Fire Service or representatives of inspectors.

### **Contractors**

St Lawrence CE Primary School ensures that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. School will be responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at school is self-employed, school may consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The identity of contractors and their staff are checked on arrival at school.

Details obtained in relation to a barred check and or Enhanced DBS will be included within the contractor/visitor list.

### **Trainee Teachers**

Where applicants for initial teacher training are salaried by the school, the school will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) will be obtained. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. School will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. In line with the safe recruitment policy. As with other visitors who have been checked by an external organisation,

the school should have 'written notification' that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with children they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

### **Governors**

Governors should follow the same procedures as other visitors when coming in to school. They all have the appropriate DBS checks.

### **Parents and relatives**

Keeping Children Safe in Education says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. In these circumstances the Principal, Head teacher etc. should use their professional judgement about the need to escort or supervise visitors.

### **Implications of the Childcare (Disqualification) Regulations 2009 for 'visitors.'**

The Childcare (Disqualification) Regulations 2009 introduced additional requirements for staff who are involved with the education or care of children under 6 or with the out-of-school care of children under 8.

### **The following groups of people, who could be considered 'visitors' are NOT covered by the 'Childcare Disqualification' legislation:**

Health staff, speech therapists, Educational Psychologists. Anybody involved in any form of health care provision for a child, including school nurses, and local authority staff, such as speech and language therapists and education psychologists, **are specifically excluded** from the statutory definition of childcare, and are therefore not covered by the legislation. School governors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.

### **The following groups of people, who could be considered 'visitors' ARE covered by the 'Childcare Disqualification' legislation:**

Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under 8. Agency, or third-party organisations, contracted to work in relevant childcare in schools. The agency must confirm that they comply with the legislation. Self-employed contractors employed to work in childcare provision. Trainee and student teachers (again the teacher training provider must confirm that they comply with the legislation). Volunteers and casual workers who work in childcare.

### **Prevent Duty in relation to visitors**

Visiting Speakers will be supervised by a member of School staff at all times (unless it is felt detrimental to the session) for example pupils are more likely to involve themselves more and ask more questions of a medical professional regarding sexually transmitted diseases if a member of school staff is not present. A risk assessment will be conducted if a member of staff is not going to supervise a visiting speaker, and will only be passed if it is felt the risks are controlled [also see generic risk assessment for occasional adult helper/visiting speaker for more details]. Visitors are researched prior to speaking to pupils including the purpose of the speaker's visit and the appropriateness for the audience, any risks to the school's reputation and ethos, whether there is potential for speakers to use inflammatory language intended to stir up

hatred or incite violence. School staff must intervene if the talk/activity is felt to be inappropriate.

Checks could be carried out and, if they are, will be recorded on the SCR. These may not be confined to the usual formal checks; internet searches, for example, may sometimes be more instructive than formal vetting checks (when carrying out internet searches, it is good practice to look beyond the first page of results).

### **Raising awareness of visitor safety with children**

Pupils should be reminded on a regular basis and especially prior to any VIP or celebrity visits that they should remain with a staff member and not leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to the visit.

Pupils are also told on a regular basis that they must never open a locked door to allow anyone entry into the school (unless for a pupil or current member of staff) even if that person is familiar to them. They should report any concerns immediately to a member of staff.

### **Concerns related to a visitor**

Pupils are aware that if they have concerns about a visitor they should report this to any member of staff immediately who will then take appropriate action. Staff who have concerns about a visitor should report this to a member of SLT.

### **Unknown, uninvited or malicious visitors to the school**

Staff know to challenge politely any visitor to the school site who is not wearing an identity badge. They should then be escorted to Reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Principal, Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called. Pupils know to let a member of staff know immediately if they see anyone on the school site who is not wearing a visitor's badge.

See the Crisis Management Policy for more detailed arrangements for responding to intruders and malicious visitors.

### **Health & Safety of visitors**

In the interest of safety and security, the school will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- They are authorised to enter the premises or accompanied
- They adhere to applicable health and safety instructions and rules during their visit
- Adequate information is passed to ensure their safety including emergency information
- Any protective clothing required is provided and worn
- Any accidents / incidents involving visitors are reported through the accident reporting arrangements.
- In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.