



Visitor Policy



Context

Kensington Community Primary School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

Rationale

In this policy the school wishes to ensure

- The safety and security of all students and staff
- The safety and security of all visitors
- Effective partnerships are developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.
- Enhancement and enrichment of the on-going curriculum through specialist expertise.

Safeguarding Statement

To be read in conjunction with the School Safeguarding Policy

The health, safety and wellbeing of our children and staff are of the utmost importance to the school. The full co-operation and support of all staff is expected in implementing our Visitors Policy & procedures.

- If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the Head Teacher before any agreement is made.
- Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Head Teacher

All visitors to the school will be welcomed in a cordial, confidential, efficient and purposeful manner. They will be asked to state the purpose of the visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the Head Teacher, or a member of the management team will be informed.

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The latter person may then contact the authorities, if he/she deems this necessary.

All volunteer helpers and any individual employed on a short term basis to work with pupils must, like all staff and Governors, have a valid Disclosure Barring Service (DBS) check.

Visitors who are in school for a 'one off' visit do not require a DBS check, but must be accompanied throughout their visit.

Staff from agencies including charities coming to school to work with children must have completed a DBS check. Where appropriate a 'Letter of Assurance' will remain on file. Where appropriate staff from other agencies may be permitted to work alone with children, this would typically include Social Services and NHS staff.

Signing in Procedures

To ensure the school meets Safeguarding, OFSTED, school Health & Safety and Security Policy requirements, it is essential that our procedures for signing in and out of school are followed by ALL visitors.

Exemption to visitor requirements:

Parents or visitors who have been invited to visit the school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours are exempt from requirements.

Visitors

A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a student currently enrolled in that building.

General Procedures

- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear a visitor's badge.

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- All visitors must be made aware of emergency procedures by the member of staff supervising the visit.
- All school visitors must comply at all times with the school's policies, administrative rules and regulations.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not badged.

General Visitors (parent helpers, volunteers, CC personal, work experience placements, student placements)

Visitors will be welcomed at Reception, asked to sign in and then issued with a Visitors Pass. Basic Health & Safety information is given, this includes what to do in the instance of a fire.

If a member of staff is expecting a visitor it is best practice to give the school office staff as much advance notice of the visit as possible, so that there is someone in the main office waiting to greet the visitor.

Where possible visitors will be escorted whilst on the school premises. Wherever possible it is expected that the relevant member of staff will collect the visitor. However, if required, school office staff or a helper, will escort the visitor to the relevant member of staff.

When a visitor is ready to leave, it is best practice for the member of staff to escort the visitor back to the main office, where the signing out process can be completed.

Governors

All Governors are issued with an ID badge and should wear them on entry to the school. Governors will sign in and out of school on entry and exit to the school. Governors are not required to be escorted through the school as all Governors are subject to a DBS check.

Visitor procedures for pre-arranged visits

- Your safety and well-being during your visit are important to us
- As a visitor you have a legal responsibility to care for the health & safety of yourself and others

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- The fire alarm is a continuous bell. If this should sound, leave the building by the nearest exit and proceed to the school playground.
- Should you discover a fire, operate the nearest alarm, and follow the exit procedure above
- The school operates a no smoking policy on site.
- If a fire alarm does sound then the visitor should report to the office staff on the playground
- The partial lockdown alarm is a 20 second siren and the full lockdown is a continuous siren. Please refer to the lockdown policy.

Visitors to classes/after school clubs

The visitor's aims and values should reflect those of the whole school and the class that they are visiting. The visitor should outline the content of the material prior to the visit. All teachers should check with the Head teacher and the WOW co-ordinator before inviting the visitors into the school.

Visitors offering counselling/support to pupils should be vetted, work within the school policies, and follow the Child Protection Act 1999. The agencies should provide copies of their own guidance and procedures where relevant. Consultation with the parents is also a consideration as well as keeping them informed of visits. There may be incidences where parents might like their child to be withdrawn.

Any representative of a commercial organisation or a charity

The same General Visitors procedures are to be followed for all commercial or charity representatives. If a representative is visiting the Head Teacher or a member of staff, they are covered for insurance purposes as any other visitor. If the representative is carrying out a demonstration of some sort the school must check to ensure that their organisation has public liability insurance. Safe Working Procedures checklist (see Appendix 1) must be followed by all staff.

Contractors

Contractors include people engaged to perform work who are not directly employed by the school. In many instances work processes will be carried out near classrooms, playgrounds or other areas occupied by students or staff while the school is in operation.

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It is important that good lines of communication between the school and contractor are established *before* work commences to ensure that health & safety issues and supervision are appropriately managed.

Appropriate supervision is deemed to be where the work is either in an area which is constantly supervised or within eye sight of a member of the school's work force, or where the work being carried out is physically cut off from the children by means of closed doors, fencing gates. There should be no opportunity for children to engage in conversation with a contractor without being observed by another member of staff

If the school has contracted the works, the Health & Safety/Facilities Manager will check that company has public liability insurance of at least £5 million.

If the school is concerned with inappropriate activities being undertaken these should be raised immediately with the contractor and the Head Teacher. It is recommended that the School Site Manager confirms receipt and understanding of the School's Safeguarding Policy from the contractor. It will be the responsibility of the School Site Manager to ensure, in respect of the contractors coming onto the school site, that he/she carefully monitors their activity to ensure that the policy is strictly adhered to.

Typical issues that will need to be discussed with contactors prior to work starting include:

- How will the work affect school activities e.g. use of heavy machinery on site, noise, dust?
- Safety arrangements the contractor will have in place.
- Vehicle & equipment movement in the school grounds
- Timing of certain activities e.g. can it be done when students have left the school grounds
- Areas of the school that will be affected e.g. appropriate barricading of work areas.
- Maintenance of essential utility services (water, sewerage, electricity, telephone contact etc).
- Managing excessive noise, dust or fumes.
- Protocols for communicating between the school and contractor e.g. regular meetings.
- Hand-over process at the completion of the work.

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A Visitors Checklist (see Appendix 1) must be completed. All building workers must undertake a DBS check.

Delivery/Courier Personnel

If appropriate, deliveries will be restricted to the Main Reception Area and office. However, if deliveries are being made further into the school building, the delivery personnel involved, will have to sign in and follow the same procedures as Contractors.

Uninvited visitors to school

If an intruder comes on to the premises then the office staff should be alerted immediately. The Site Manager and a member of SLT should be contacted and they will identify and assess the risks. The intruder will be questioned and escorted off the premises. The school will establish and maintain close liaison with the local police. Procedures are in place to enable the police to be called and to respond promptly when incidents occur. The school will work with the police to confirm the circumstances in which they will pursue a prosecution against the assailant.

A visitor will be asked to stay in the reception until a member of staff is able to come and speak to them. If the member of staff is unavailable an appointment should be made with the teacher at a mutually convenient time as soon as possible.

Visitors who display inappropriate behaviour

The office should be alerted and the visitor should be escorted immediately to Reception, where help should be sought from a member of the SLT. If necessary the Police should be called. The incident should be recorded and given to SLT.

Confidentiality

Sometimes visitors support the work of children in the school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

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Appendices

Appendix 1 – Safe Working Procedures Checklist for staff organising visits from external agencies

- Ensure the visitor/external agency complements the school's planned programme or scheme of work.
- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions 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 pupils, background, ethnicity and culture of students, special educational 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, Head Teacher.
- Inform pupils 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.
- Ensure activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Pupils given time to reflect on what they have learned.
- Pupils, teacher and visitor carry out and record agreed evaluation methods of session.