



## External Visitors Policy 2019 - 2020

### 1. Policy Statement

Elm Tree Community Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

### 2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the school's Premises Manager, Business Manager, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Headteacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

### 3. Aims

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Elm Tree Community Primary School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

### 4. Objectives

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 parents and adheres to child protection and safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

### 5. Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

All governors of the school.



All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).

All parents and volunteers.

Other education related personnel (advisors, inspectors, health professionals).

Building & maintenance and all other independent contractors visiting the school premises.

## **6. Protocol and Procedures**

### **6.1 Visitors Invited to the school:**

a) Before any visitor is invited to the school, the Headteacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school calendar this will be discussed as part of the regular review of the diary and at senior leadership team meetings.

b) When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:

Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school calendar.

All visitors must report to the school reception desk.

At reception, all visitors must state 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-in via the school's inventory system. All visitors will be required to read and accept visitor agreement. The visitor agreement will

All visitors will be required to provide their name, organisation (if applicable), who they are visiting and vehicle registration (if applicable). A photograph will be required

All visitors will be required to wear a visitor identification badge. The badge must remain visible throughout their visit.

Visitors with a current and valid enhanced DBS will be issued with a yellow lanyard.

Visitors without a current and valid enhanced DBS will be issued with a red lanyard. All visitors who are given red lanyard will be required to be escorted at all times by school staff.

To safeguard all children and staff, if visitors are not wearing an identification lanyard, staff will politely challenge visitor for the nature of their visit. The visitor will then be escorted to reception so that an identification lanyard can be issued. The admin team will then contact and locate school member of staff hosting the visitor.



All staff will politely challenge visitors with red lanyards, if roaming unescorted in school. All Staff will ask for the visitors' reason for visiting school and which staff member they are seeing. Staff should then locate school the member of staff hosting the visitor. If hosting staff member cannot be found, the visitor shall be escorted to reception. The visitor must wait at reception until hosting staff member is located.

All visitors will be given the opportunity, subject to nature of visit, to read the school's safeguarding and child protection policy, general information about schools premises, health and safety policy, and Fire Evacuation Plan.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive the visitor. The contact will then be primarily responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless the school has completed the relevant checks (though DBS) or has received details of this through the organisation employing the visitor.

c) On departing the school, visitors should leave via the school reception and:

Sign out via Inventory using barcode on identification badge.

Return the identification badge to the school reception.

## **6.2 Approved Visitor List**

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

a) They have a current clear enhanced DBS check and a copy of this has been registered on the Schools Central Record AND

b) A current clear DBS children's barred check has been undertaken.

c) Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge having been entered onto the visitors register). The School Secretary who is responsible for HR and the Single Central Record keeps a list of such approved visitors.

## **6.2 Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. The procedures under "Visitors to the School" above will then apply. In the event



that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The SLT member 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 site immediately and warned that if they fail to leave the school grounds, police assistance will be called for. Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

### **6.3 Governors and Volunteers**

All parent and other volunteers (such as business partners) must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role. All Governors now require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved Visitors List. They should sign in and out at reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

### **6.4 Buildings and Maintenance Contractors**

Contractors follow the procedures as set out in 6.1. When pupils are on the premises, contractors, under discretion of Premises Manager, may work unaccompanied, as long as valid DBS has been checks and nature of works does not affect the learning or safety of pupils or staff. Contractors without a valid DBS must be supervised at all times by the Premises Manager or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the School Secretary and they have been briefed on H&S by the School Premises Manager. All contractor visits will ideally be booked for when the School Premises Manager is onsite unless it is an emergency, in which case the School Business Manager will be informed.

All contractors / engineers will be given opportunity to read school's contractor file. This file contains:

General Information about Premises

Site Rules

Site General Risk Assessment

H&S Policy

Asbesto Survey (latest addition)

General Risk Assessment Asbestos Management Plan

Asbesto Register Inspection Record

Main Site Plan



## **6.5 Parent Visitors**

Partnership with parents is a strong and unique feature of Elm Tree Primary School which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access. Parents who visit the school site at times other than the start and end of the day are expected to report to the main reception to make the purpose of their visit known. Parents to follow the procedures a set out in 6.1. When parents have signed in, they will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied. If the parent needs to visit a room in a classroom for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences). Exceptions to this are when there is a planned school or classroom event (eg, Community Day), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

## **6.6 Ex-Pupils**

Should ex Elm Tree Primary Community Primary school pupils want to visit the premises a request must be made in advanced prior to visiting. All requests will be subject to Headteacher approval.



## 7. Check List for Members of Staff Organising Visits from External Agencies

Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people. Speakers will be asked to sign an 'Visiting Speaker Declaration' that ensures they uphold the values and policies of the school.	
Staff arranging speakers at the school must notify the Headteacher in advance of the plans so that she can be assured that the appropriate checks are carried out to ensure messages delivered are appropriate and align with the stated values of the school.	
Check (or ask a senior member of staff to help with this) that the visitor comes from an organisation which has values which align with those of the school. This may involve a Google search.	
Agree in advance for details of what the content of the talk/lesson will be.	
Before the visit, discuss with the visitor how the session fits in with the school's programme, scheme of work, values and ethos.	
Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session.	
Inform the visitor of: number, age and gender ratio of students background, ethnicity and culture of students, special educational needs (if applicable).	
Provide access to relevant school policies e.g. risk assessments, as appropriate.	
Inform relevant people of the presence and remit of the visitor, e.g. school reception in advance for the calendar and visitor badges.	
Inform pupils in advance of the activity.	
Provide the visitor with a named contact.	
Organise meet and greet arrangements and classroom or assembly lay out.	
Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.	
Ensure the activity meets Health and Safety guidelines.	



## **8. Staff Development**

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

## **9. Linked Policies**

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection and Safe School Policy
- Healthy and Safety Policy
- Fire Safety Policy
- Keeping Children Safe in Education (latest version)