



GATLEY PRIMARY SCHOOL

SITE AND VISITORS POLICY

The Site and Visitors Policy confirms that the health and safety of our pupils are a primary concern for our staff and governors. All members of our school community will carefully follow a range of protocols and physical actions to protect our children.

January 26

VERSION HISTORY

Date	Document Version	Document Revision History	Document Author / Reviser
06.12.2016	1.0	Policy created and ratified by Resources Committee	R Taylor (committee chair)
25.07.2017	2.0	Trust policy created and ratified by Trust Board on 28.06.2017. Adopted by school.	V McManus
June 2018	2.1	Annual Review updated with KCSI	G.Norman
June 2019	2.2	Annual Review updated with KCSI	G.Norman
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Introduction

At Gatley Primary School, the health and safety of our pupils is a primary concern for our staff and governors. All members of our school community will carefully follow a range of protocols and physical actions to protect our children. This policy has been written using guidance and advice from the Department for Education and reflects guidance from other school policies including Safeguarding, Child Protection and Health and Safety.

There are no exceptions to the protocols outlined within this policy and the rules outlined must be followed by all who visit Gatley Primary School

Roles and Responsibilities

Gatley Primary School and the Academy Governing Body will identify resources to ensure that the safety and well-being of our children is given the highest priority. A governor will be nominated to work with the Headteacher and school staff to ensure that every effort is taken to ensure the safety of our children.

The Academy Governing Body has delegated responsibility for leading and managing this key element of school life to the Headteacher. They will assume responsibility, working closely with all other members of staff to ensure the implementation, co-ordination and review of this policy.

All school staff have a responsibility individually and collectively to work together to ensure the health, safety and well-being of our children, in collaboration with parents and visitors.

Aim

Gatley Primary School will protect and promote the safety of our children in all planned and informal activities, during the school day anywhere in the building and on the school site, in extra-curricular activities and on school organised (and supervised) off-site trips and visits.

Objectives

The school will have in place:

- Clear messages strongly promoting the school's high expectations around the safety of its children
- Clear protocols and procedures to enable visitors to receive a warm welcome and at the same time, robustly protect our children

- A range of physical and electronic systems which support staff in protecting our children
- Clear reporting, recording and notification systems to accurately capture any suspected concerns

Staff Training

All staff will participate in a programme of continuing training to ensure that every member of staff is fully aware of their responsibilities and duties in this important area of school life. All new staff will participate in a period of induction with an allocated support mentor, which clearly details this important element.

Visitor Access Arrangements

All visitors **must** report to the School Office, which is clearly signposted from the main entrance and car park.

Visitors will only gain access after speaking to office staff at the main entrance.

At the main entrance, all visitors will be asked to state the purpose of their visit and who has invited them. Office staff may request to see some formal identification and/or photo ID. Visitors may also be requested to give evidence of a valid DBS (Disclosure and Barring Service) certificate if site access will involve working with the children.

All visitors must record their time on site by signing in using the school electronic system, and must wear an identification badge with the appropriate colour-coded lanyard. Each lanyard contains important information for visitors with regards to their expected conduct on the premises, as well as signposting DSL/DSL members of staff in the event of any safeguarding concerns.

All new visitors to the school are given a detailed Visitor Information leaflet upon entry that contains key Health & Safety and Safeguarding / Site information about the school.

School staff will always wear a blue staff lanyard; visitors with a DBS who have an entry on our Single Central Record will wear a green lanyard; and visitors without the appropriate checks will wear a red lanyard. Visitors with a red lanyard **must** be accompanied at all times by a member of school staff. Staff are encouraged to politely challenge anyone on the school site who is not wearing the correct lanyard or who is unaccompanied.

Exit arrangements

On completion of the visit, the visitor must record that they are leaving the site by signing out using the school electronic system, and by returning the lanyard and identification badge, which will be securely disposed of by school staff.

Unknown / uninvited visitors to the school

Through the use of secure fencing, electronic door locks and consistently-applied procedures, the school will aim to be as secure as possible, while at the same time being a welcoming environment. The school will treat all visitors politely, but will equally ensure the safety of pupils and staff.

Procedures for dealing with unplanned or unwanted visitors:

- Any visitor to the school site who is not wearing an identity badge and lanyard should be challenged politely to enquire who they are and their business at the school.
- If the visitor has a valid reason, they should then be escorted to the School Office to sign in using the school electronic system and be issued with an identification badge and appropriately coloured lanyard.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher, Associate Headteacher or the Deputy Headteacher should be informed promptly.
- Under legislation, Section 547 of the Education Act 1996 the presence of an unwanted visitor in a school or school grounds may be a criminal offence. The most senior member of staff will inform the visitor of that and where the visitor still refuses to leave or becomes abusive or aggressive, police assistance will be called for, as this constitutes a criminal offence.

Procedures for different categories of visitors

Governors / Parent Helpers / Volunteers

Governors and regular parent helpers are important members of our school community, sharing their time and expertise. In line with DfE guidance and legislation, all Governors and parents working with children, however briefly, must have a current Disclosure and Barring Service Enhanced check (DBS (E)). Through its Single Central Record, the school will keep an accurate and detailed record of all necessary checks.

Governors and parent helpers will follow the procedures for visitors invited to the school. New Governors and parent helpers will be made aware of this policy and must successfully receive a DBS (E) check before they are allowed to work with children.

Work experience volunteers (16 or over) should also have a DBS check before working with pupils whether supervised or unsupervised.

Contractors and Tradesmen

A DBS check may not be required where building work is on a separate site, or where the works were to be undertaken outside of school hours or during school holidays providing there are no pupils on site.

If work is taking place whilst pupils are on site, DBS checks are always required for contractors' staff working on site building an extension or undertaking repairs, even when they are segregated from pupils.

Often, contractors or tradesmen attend the school at short notice to attend to an unplanned event or breakage. These personnel will sign in and be given a red visitor's badge. These visitors will be supervised at all times by the Premises and Facilities Manager or by another member of staff. No contractor will be permitted to work in, or move around the school, unsupervised when pupils are on site.

However, where a member of the contractors' staff is likely to have either frequent or prolonged contact with pupils then it would be appropriate to obtain a DBS check in addition to measures to supervise any contact. For example, a check may be appropriate where a contractors' representative (e.g. foreman, site manager, etc.) needs to liaise with school staff on a day to day basis. These staff should have a current, clear, Enhanced DBS and an entry on our Single Central Record.

Similarly, where contractors' staff regularly visit schools to undertake routine maintenance (boilers, electrical tests, computers and the like) then a check may be deemed appropriate in addition to measures to supervise any contact.

Where checks are necessary then the contractors' employer must confirm in writing to the school / educational provider that these checks are in place, the nature of these checks as well as providing a DBS number and date of certificate. The member of staff should provide photographic evidence to support their DBS paperwork.

It is the responsibility of the contractors' employer to obtain the DBS check and to ensure renewals of these are performed in line with good practice.

External Speakers

School staff must be confident that the visitor has the expertise in the subject that they are delivering and the experience, confidence and skill to speak to our children.

- Before the visit, discuss how the session fits in with the school's programme / curriculum.

- Agree aims of session, professional boundaries, if applicable.
- Inform the visitor about the number, age and gender ratio of the children in the group, plus any appropriate information about the children which may help the visitor.
- Inform the school office: all visits should be recorded on the staff weekly bulletin and mentioned at the staff briefing, so all members of staff are aware of the visit.
- Prepare pupils for the visitor.
- Ensure the class teacher is present during the session and responsible for the class.
- Ensure the activity meets Health and Safety guidelines.
- Ensure the visitor is thanked for their contribution and where applicable, fees are paid.
- After the visitor leaves, give children time to reflect on what they have learned.

No DBS check is required for external speakers but organisation of supervision for the visitor whilst in school should be secured by the organising member of staff at all times. These visitors will be required to wear an identity badge and a red lanyard.

Prospective parents

Prospective parents are welcome to visit the school through prior appointment with a member of the Senior Leadership Team.

DBS checks are not required to be undertaken for these parents as they will be supervised through the duration of the tour. Where they are given a tour by pupils, a member of school staff will be assigned to monitor the touring party around school.

Course Delegates

Any courses or conferences being facilitated at the school must be recorded on the staff weekly bulletin so all staff are aware. All delegates must sign in using the school's electronic sign in system as visitors and given a red visitor lanyard before being escorted to the facilitation room. At the end of the session, delegates must sign out using the school's electronic system and return the lanyard and identification badge, which will be securely disposed of by school staff.

Extra-curricular activity providers

Any employees of external extra-curricular activity providers working on the school premises should provide the school with a DBS number. This number is kept on the Single Central Record for the time that the employee is delivering the service. In the case where a new employee arrives unexpectedly due to unforeseen circumstances to replace a regular employee, a DBS number/form and photo ID must be requested. If this is not provided, a phone call to the manager of the employee must be made to obtain the

number. If contact is made but the number is unobtainable then the employee must be supervised for the duration of the club. If staff supervision is not possible at that time, the external provider will be refused entry.

Barring Visitors

Recent guidance from the DfE ('Access to and barring of individuals from school premises', December 2012) says: 'A school may consider that aggressive, abusive or insulting behaviour, or language from a parent presents a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened. In such a circumstance, schools have a power in common (civil) law to bar the parent from the premises.' This right needs to be applied with care, i.e. in writing and give parents an opportunity to respond to the proposed ban.

Criminal Acts

Section 547 of the Education Act 1996, does define a criminal offence for a person who is on school premises without lawful authority to 'cause or permit a nuisance or disturbance'. Trespassing on the premises (without nuisance or disturbance) does not constitute the offence in itself.

In the context of an abusive parent, this means that a parent would probably need to have been barred from the premises, or to have accessed the premises in a way that exceeds their 'implied licence' (i.e. unreasonably), before a section 547 offence could be committed.

If there are reasonable grounds for suspecting that someone has committed an offence under section 547 then the offender can be removed from the school. The removal may be effected by a police officer or a person authorised by the "appropriate authority" i.e. the Trust or school.

Child Protection Concerns

There is a process in place to report (and respond to) any safeguarding and child protection concerns on site. Should there be a staff concern regarding the conduct of a visitor, the staff member will report their concerns immediately to the Headteacher and Designated Safeguarding Lead (DSL) Mrs Norman, or to one of the Deputy Designated Safeguarding Leads (DDSL) Miss Marchi, Mrs Coleman, Mrs McGee, Mrs Clair, Miss Lowe or Miss Milward.

Depending on the nature and level of the concern, this may lead to the termination of the visit, and the follow up of concerns to company in question and any other relevant organisations.

Should any visitor have any safeguarding concerns or be subject to a disclosure from a child, their concerns must be reported immediately to the Headteacher and Designated

Safeguarding Lead (DSL) Mrs Norman, or to one of the Deputy Designated Safeguarding Leads (DDSL) Miss Marchi, Mrs Coleman, Mrs McGee, Mrs Clair, Miss Lowe or Miss Milward.

Visitor lanyards also contain the number for the Multi Agency Safeguarding and Support Hub (MASSH) and the Local Area Designated Officer (LADO).

Visitor Code of Conduct

By entering the school premises, visitors and contractors are agreeing to the school's Code of Conduct for visitors.

- Sign in and out of the building via reception and wear identifying lanyard at all times.
- Stay within the areas that are necessary for your visit.
- If you hear the fire / emergency evacuation alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
- Do not leave equipment unattended.
- Do not use your mobile phone in the presence of children.
- Do not take/use images of pupils. If images are taken, this must be on Gatley Primary School devices unless with prior arrangement. Images and videos cannot be shared without prior written consent from the school.
- Computers are not to be used by visitors, unless you are approved to. If the school internet is used, this must be for school purposes only.
- You will be required to comply with the school's confidentiality policy and GDPR regulations. The School Data Protection Privacy Statement can be found on the Trust website.
- Any safeguarding concerns or disclosures must be reported immediately to the Headteacher and Designated Safeguarding Lead (DSL) Mrs Norman, or to one of the Deputy Designated Safeguarding Leads (DDSL) Mrs Coleman, Mrs McGee, Mrs Clair, Miss Lowe or Miss Milward.

Monitoring and review

The implementation of this policy will be monitored by the Headteacher, who will regularly report to the Academy Governing Body of that school.