

# **St. Oswald's Catholic Primary School**

## **External Visitor Policy**



## 1. Legal framework

1.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:

- **Health and Safety at Work etc. Act 1974**
- **DfE (2021) 'Keeping children safe in education'**
- **Childcare Act 2006**
- **Education Act 1996**

1.2. This policy operates in conjunction with the following school policies:

- **Child Protection and Safeguarding Policy**
- **Health and Safety Policy**
- **First Aid Policy**

1.3. Mrs J Hassan and Mr C Goulding are responsible for ensuring visitors receive copies of and understand the following school policies:

- **Social Media Policy**
- **Mobile Phone Policy**

## 2. Authorisation

2.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 01942 724820.

2.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

2.3. The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

2.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

2.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

2.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency.

### 3. Safeguarding

- 3.1. The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.
- 3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
  - **Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.**
  - **Regularly providing advice or guidance on physical, emotional or educational wellbeing.**
  - **Regularly driving a vehicle only for children.**
  - **Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.**
  - **All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.**
  - **All health care for children provided by, or under the direction or supervision of, a regulated health care professional.**
- 3.3. DBS checks will be undertaken in accordance with the DBS Policy.
- 3.4. Mrs J Hassan will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- 3.5. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- 3.6. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

### 4. Visiting procedures

- 4.1. All visitors to the school, including parents, will comply with the following procedure:
  - **Immediately report to the school reception area on arrival**
  - **Provide their details to the school office staff, including:**
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
    - Expected length of visit
  - **Sign-in using inventory software**
  - **Display ID badges provided at all times while on school property using a Visitors Lanyard**
  - **Sign-out using the inventory software departure**
  - **Return Visitors Lanyard to the school office before departure**
- 4.2. Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

**4.3.** Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

**4.4.** Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

## **5. Exceptions**

**5.1.** Visits to the school by contractors are governed by our Contractors Policy.

**5.2.** Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in section 4.

**5.3.** Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

## **6. Unidentified individuals**

**6.1.** It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

**6.2.** Any such visitors will be taken to the school office where they can sign-in.

**6.3.** If a visitor cannot be identified, the headteacher will be informed immediately.

**6.4.** If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police will be called to assist.

## **7. Visitor conduct**

**7.1.** Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

**7.2.** The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

**7.3.** Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police will be contacted to assist in the removal of individuals from the premises, where necessary.

**7.4.** In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

## **8. Monitoring and review**

**8.1.** This policy will be monitored and reviewed on an annual basis by the SLT.

**8.2.** The next scheduled review date for this policy is September 2022.

**8.3.** Amendments to the policy will be communicated to all relevant stakeholders.

## **St Oswald's Catholic Primary School Visitor Code of Conduct**

**The Designated Safeguarding Leads are: Mrs Julie Hassan and Mr Craig Goulding**

**The Safeguarding Governor is: Dr Andrew Wilkinson**

At St Oswald's Catholic Primary School, we feel it is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors read and agree to the Code of Conduct at the Main Office prior to entering the school site, agreeing to follow our school procedures put in place to keep themselves, our pupils and staff safe. By signing in, you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception.

Reminder: turn your mobile phone off whilst on the school site.

Visitors must be accompanied at all times by a member of the school staff.

Unsupervised visitors: If your visit involves unsupervised contact you will be asked to show the photographic ID badge provided by your employer and confirmation that appropriate DBS checks have been made. Depending on your role and the organisation you are from you may be required to show your Enhanced DBS Certificate. We may note down the DBS number and date issued but will not make a copy of it. You will also need to read and understand the school's Code of Conduct for Adults and Part 1 of the DFE's Guidance, 'Keeping Children Safe in Education' (2021). The school's Child Protection Policy is available on the school's website or by request.

It is a key principle of this code of conduct that everyone understands their responsibility to share without delay concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority ('whistle blow') if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed.

If you have ANY concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:

- Discuss your concerns without delay with the Designated Safeguarding Leads
- Share your concerns even if you are unsure.
- Anyone can make a referral Wigan Children Services- 01942 828300
- The Local Authority Designated Officer, Susan Wharton (L.A.D.O.) for Managing Allegations Against Staff can be contacted on 01942 486042

If a child makes a disclosure to you:

- Do not investigate but report them immediately to a Designated Safeguarding Lead
- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure report your concerns to the Designated Safeguarding Leads (see above) and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Leads.
- Consider how best to manage your own feelings
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

The school has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding 'online safety'.

Never:

- Photograph a child without the school's permission
- Never use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment