



## **SCHOOL VISITOR POLICY**

### **1. Introduction**

This guidance is intended to help schools 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 and the Governing Body.

### **2. Guidance and Responsibilities**

The Headteacher 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 should be made aware of this guidance and that it applies to all visitors equally.

### **3. 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 ie social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches.
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors ie parents, parent helpers, school governors.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The head teacher or senior leadership team should be aware of visits in advance.

### **4 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. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- 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 Wigan Council staff should show their photo ID card.

- All visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's Safeguarding protocols which are displayed in this area (Appendix A). This will be recorded on the electronic register.
- If the visitor is part of a large group of visitors a separate register may be utilised.
- A visitor's badge should be worn and displayed prominently.
  - A **green visitor badge** indicates that the person has shown his DBS clearance and may be unaccompanied.
  - A **red visitor badge** indicates that the visitor must be accompanied at all times on the site.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. 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). This will be recorded on the school's Single Central Record and the Headteacher's PA is responsible for the maintenance and security of this record.
- If visitors find they are alone with pupils/children they should report to a member of staff or reception.
- 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 will check the 'in/out' records regularly to monitor compliance with these procedures.
- If a regular visitor to the school does not have DBS clearance (eg ex-student carrying out work experience), this will be referred to the Headteacher for approval. If the visitor is allowed onto the premises, it will be made clear to this individual that they must be accompanied by a member of staff at all times and they must not have unsupervised activity with students. The visitor will sign the screening document (Appendix B) and this will be countersigned by a member of the Senior Leadership Team and stored in the Single Central Record.

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

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and 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 Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

## 6. **Wigan Council staff**

Wigan Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations.

## **7. Staff from other agencies (eg, Supply Teachers)**

Prior to appointment, the Headteacher's PA will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided. This will be stored on the Single Central Record.

## **8. Contractors**

For building or maintenance contractors schools will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have a DBS. Contractors should sign in and be issued with a visitors' badge. If the contractor is working in an area of the school where students are present, they will be accompanied by the Site Manager, or another member of staff.

*The statutory guidance states: Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college 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. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances. If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college. For building or maintenance contractors schools should establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.*

## **9. Trainee teachers**

As with other visitors who have been checked by an external organisation, the school will receive 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.

## **10. Governors**

Governors should follow the same procedures as other visitors when coming in to school. If they are to have unsupervised contact with children they will require the appropriate DBS checks.

## **11. Parents and relatives**

Keeping Children Safe in Education (2015) 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 head teachers should use their professional judgment about the need to escort or supervise visitors.

## **12. Ofsted**

Our policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. However we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

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

Students will be reminded on a regular basis that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff.

## **14. Concerns related to a visitor**

Staff and students will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. For students this would be any teacher in the first instance, who should then report the concerns to the designated lead for safeguarding. For staff, they should challenge the visitor

Any issues regarding the suitability of visitors to the school should be noted by the designated lead for safeguarding and promptly brought to the attention of the Headteacher. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact Wigan Council's LADO for advice.

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

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to formally sign in and be issued with a visitor badge. Failure to comply should result in them being asked to leave the site and the Headteacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

The Schools' Emergency Plans includes arrangements for responding to 'intruders' and 'lockdown arrangements' in the event of a 'malicious visitor.'

<b>Adopted by the Board of Governors and recorded in the Minutes of the meeting held on:</b> 18/01/2016	<b>J Holland</b> <b>Chair of Governors</b>
<b>Reviewed by the Headteacher</b> <b>2 October 2017</b>	 C Bramwell Headteacher
<b>Review Date</b>	September 2018

## APPENDIX A

### **Safeguarding Procedure**

#### **If you suspect that a child / young person is being abused:**

- Immediately tell the Child Protection Co-ordinator or Headteacher;
- Record the known facts and give them to the above person.

#### **If a child or young person tells you he / she is being abused:**

1. Allow him/her to speak without interruption, accepting what is said;
2. Advise him/her that you will offer support, but that you **MUST** pass information on to the Child Protection Co-ordinator/Headteacher;
3. Immediately tell the designated Child Protection Co-ordinator or Headteacher;
4. Record the facts as you know them, including the account given to you by the young person and give a copy to the designated Child Protection Co-ordinator or Headteacher.

#### **If you receive an allegation about any adult or about yourself:**

1. Immediately tell the Child Protection Co-ordinator or Headteacher;
2. Record the facts as you know them and give a copy to the Child Protection Co-ordinator or Headteacher.

**You must refer. You must NOT investigate.**

### **Code of Behaviour**

<b>Do</b>	treat everyone with respect.
<b>Do</b>	provide an example you wish others to follow.
<b>Do</b>	plan activities so that they involve more than one person or at least are in sight or hearing of others.
<b>Do</b>	respect a young person's right to personal privacy.
<b>Do</b>	provide access for young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like, and try to provide a caring atmosphere.
<b>Do</b>	remember that someone else might misinterpret your actions, no matter how well intentioned.
<b>Do</b>	act as an appropriate adult role model.
<b>Do not</b>	permit abusive youth / peer activities (eg. bullying, ridiculing)
<b>Do not</b>	play physical contact games, make inappropriate comments, or have inappropriate verbal banter with young people
<b>Do not</b>	jump to conclusions without checking facts.
<b>Do not</b>	make suggestive remarks /gestures or tell sexist /homophobic /racist 'jokes'.
<b>Do not</b>	rely on your good name to protect you. It may not be enough.
<b>Do not</b>	believe it could not happen to you. It could.

**APPENDIX B**

**VISITOR TO SCHOOL – WITHOUT DBS CLEARANCE**

NAME OF VISITOR: \_\_\_\_\_

DATE OF VISIT/PERIOD OF VISIT: \_\_\_\_\_

REASON FOR VISIT: \_\_\_\_\_

All visitors to our school must abide by our Code of Behaviour and Safeguarding procedures. Copies are displayed in the entrance foyer for you to read.

As you do not have a DBS clearance certificate:

- You must be accompanied at all times by a member of school staff
- You must not be alone with a student/child.

**Please sign to agree to the above:**

Signed: \_\_\_\_\_

Countersigned by Headteacher  
/Member of SLT: \_\_\_\_\_

Date: \_\_\_\_\_