



Stonesfield Primary School
Learning together to achieve our best

Visitors in School Policy

Approved by governors: March 2022
To be reviewed: March 2024

Stonesfield Primary School is committed to making use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum. Visitors will always be made to feel warmly welcome in school. Stonesfield Primary School welcomes a wide range of visitors and volunteers into School and is committed to using their skills to benefit the pupils within the school. Whilst encouraging and welcoming all visitors and volunteers the protection and safety of the children will always be paramount. The school will follow the guidance set out in Keeping Children Safe in Education.¹

All visitors will -

- enter and leave the school via the main entrance;
- sign in and out at the office in the Visitors Book. First time visitors and visitors unknown to school staff will be asked to show photo identification.
- be asked to read and sign that they have read the school's safeguarding information;
- wear a school Visitor badge at all times. Visitor badges must be returned to the office when a visitor leaves the school.
- be the responsibility of the member of staff with whom they are working;
- be made aware of the evacuation procedures in the event of fire;
- be made aware of the Designated Safeguarding Lead to whom they should report any concerns or issues;
- be made aware of and given access to any policies which may be relevant e.g. health and safety.
- adhere to the school's high standards of professional courtesy;
- behave in a way which is consistent with the school's values and ethos;
- refer any behaviour issues displayed by a child to a member of staff immediately and not attempt to deal with it themselves.

Parents / Volunteers

Stonesfield Primary School welcomes parents, carers, grandparents and volunteers from the community into school in order to support learning and facilitate events / outings.

All such volunteers will be fully briefed (either formally along with other volunteers, informally by the teacher with whom they will be working, or by the school administrator) with regard to safeguarding, confidentiality and any specific Health and Safety issues.

The member of teaching staff with whom the volunteer is working will be responsible for ensuring that the role which the volunteer is being asked to fill is clearly explained and understood. The roles and responsibilities of the volunteer and teacher should be clearly defined with an agreed period of and level of supervision which will be determined by competency.

A DBS check may be requested if a volunteer is in school on a regular basis, or where it is deemed necessary by the teacher with whom the volunteer is working, given the nature of the work which the volunteer will undertake. While a DBS check is being processed the school will complete a risk assessment to be signed by the volunteer and relevant staff. While DBS checks are being processed volunteers will not have 1:1 contact with children.

All regular volunteers must:

- undertake an induction process with the headteacher;
- read the school's safeguarding policy and sign in the office to confirm it is read and understood;
- read Keeping Children Safe in Education part 1 and sign in the office to confirm it is read and understood;
- sign a Confidentiality agreement;
- sign the school's Acceptable Use agreement;
- complete a Staff Suitability form if working in EYFS.

Visitors who have not completed the above checks will be escorted by a member of staff while on the school site.

Professionals e.g. Police, Social Workers.

Professionals requiring to work unsupervised with a pupil, should bring photo ID into school on their first visit. Social workers arriving at school following emergency referrals should be verified by the safeguarding lead making the referral through the MASH.

Contractors

The Headteacher will provide relevant access to the site as is required. All contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed. Contractors will be shown the Asbestos register summary and where the asbestos is located. The headteacher will seek RAMs for any contractors undertaking major work on the premises.

Educational Visitors, including local clergy

Prior to the visit, visitors will be advised of the aim of the session and why they have been asked to be involved. The visitor will be given relevant information on the number of children involved, their ages, the time allocation and any resources they will have available.

The teacher should ensure that the visit is used to the maximum potential and has a clear learning intention. The teacher will remain with the visitor and be part of the experience to allow appropriate follow up work to take place. The teacher will retain responsibility for the health and safety of pupils.

Governors

Governors visiting school will follow the principles outlined in this policy but will also adhere to the Governor Visits Policy which sets out more detailed guidance pertaining to such visits.

Role of the school in the recruitment of paid coaches:

The school must affirm that sports coaches have:

- a current national Governing Body qualification in the activity they wish to deliver (i.e. the level of award that the national governing body recommends a coach can work independently, usually level 2);
- undertaken appropriate Safeguarding training;
- current public liability insurance cover for a minimum of £5 million;
- Enhanced DBS clearance;
- appropriate experience of working with young people;
- two character references (one of which should be from a local Sports Association or Governing Body);
- be aware of and follow Local Authority and school policies;
- work within the sports coach UK Code of Ethics and Conduct for Sports Coaches;
- ensure the activities are suitable for the age, ability and size of the group;
- inform the school of any incidents that occur;
- complete school documentation when required e.g. registers, accident report forms.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge will be challenged to explain who they are and their business on the school site. Assuming the visitor has legitimate business within the school they should be made aware of the procedures for visitors outlined in this policy and be escorted to reception to sign the Visitors Book and be issued with a visitor badge. The procedures for invited visitors then apply.

In the event that the visitor refuses to comply or does not have legitimate business on the school site they will be asked to leave the site immediately. The Headteacher should be informed immediately and will consider whether it is necessary to inform the police. In the event of any unknown or unwanted visitor refusing to leave the site, police assistance will always be called for.

Complaints-Disciplinary Procedures:

If any visitor to the school 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.

The employer is responsible for disciplinary issues.

The school reserves the right to terminate volunteer arrangements or decline offers of volunteering.

References

Department for Education: Keeping Children Safe in Education [September 2021]

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>