

Uplands Junior School

Managing Visitors to School Policy

1. Introduction

This guidance is intended to help Uplands Junior School staff 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. **This policy been written in conjunction with the UN convention on the rights of the child: article 3 (best interest of the child), article 19 (protection from violence, abuse and neglect) and article 29 (goals of education).**

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 Wolverhampton Council staff should show their photo ID card.
- All visitors will be asked to sign the visitors' electronic recording system. When signing in, the visitor will agree to abide by the school's Safeguarding protocols which will be given to them as a Safeguarding Leaflet.
 - If visitors are going to be using the school's WIFI then they must scan the AUP QR code and follow the guidelines.
- 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.
- 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 and Office Manager 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 and a risk assessment carried out with them by the Deputy Headteacher which is signed and kept. 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.

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 in 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. Wolverhampton Council Staff

Wolverhampton 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, we 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.

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 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.

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. They are to be given a Safeguarding Leaflet as other visitors and given directions to our fire assembly point, also directed to the AUP QR code to complete.

13. Raising awareness of visitor safety with children

Staff and 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. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding. Any issues regarding the suitability of visitors to the school should be noted by the designated person 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 Wolverhampton Council's LADO for advice.

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