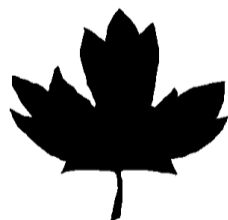


# MAPLE PRIMARY SCHOOL



## EXTERNAL VISITORS POLICY

**Date: September 2018**

**Next whole staff review: in 19/20 academic year (following 3 yearly staff Safeguarding training)**

## **1. Introduction**

Visitors are very welcome to Maple Primary School. Indeed, they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated.

It is the school's responsibility, however, to ensure that the security and well-being of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

## **2. Policy Responsibility**

The Headteacher is the member of staff responsible for implementation, co-ordination and review of this policy.

## **3. Aim**

To safeguard all children is the school's responsibility both during school hours curriculum and out of hours activities which are arranged by the school. The ultimate aim is to ensure that Maple Primary School can learn and enjoy curricular and extra-curricular experiences, in an environment where they are safe from harm.

## **4. Objectives**

- To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, Governors, visitors and parents and conforms to child protection guidelines as set out in the Keeping Children Safe in Education statutory guidance (DfE, Sept 2018)

## **5. Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during those after school activities led by school staff, and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school;
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists);
- All Governors of the school;
- All parents (particularly parent helpers);
- All pupils;
- Education personnel (County Advisors, Inspectors);
- Buildings and Maintenance Contractors.

## **6. Child Protection**

- Staff are required to be familiar with the DfE statutory guidance on Child Protection (Keeping Children Safe in Education - Sept 2018) in relation to: preventing unsuitable people from working with children and young persons in the education services.

This DCSF guidance applies to all visitors invited to the school by a member of staff.

### **Protocol and Procedures**

#### **6.1 Visitors invited to the school:**

- a) Before a visitor is invited to the school, the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.
- b) When inviting visitors to the school they should be asked to bring in formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to the School Office first - do not enter the school via any other entrance;
  - At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
  - All visitors will be asked to sign the Visitors' Record Book which is kept by the School Office at all times.
  - All visitors will be required to wear an identification badge.
  - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the School Office to receive the visitor. The contact will then be responsible for them while they are on site.
- c) On departing the school, visitors should leave via the School Office and:
- Enter their departure time in the Visitors' Record Book alongside their arrival entry;
  - Return the identification badge to the School Office.

## **6.2 Unknown / Uninvited visitors to the school**

- a) Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school.
- b) They should then be escorted to the School Office to sign the Visitors' Record Book and be issued with an identity badge. The procedures in 6.1 then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteacher (or the Teacher-in-Charge) should be informed promptly.
- d) The Headteacher / Deputy Headteacher (or the Teacher-in-Charge) will consider the situation and decide if it is necessary to inform the police.
- e) If an unknown / uninvited visitor 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.

### **6.3 Governors and Parent Helpers**

- a) All Governors and regular parent helpers must comply with Safeguarding procedures, completing a DBS disclosure (if not already held) via the School Office.
- b) The school must check all Governors and parent helpers DBS certification is in date at the beginning of the academic year.
- c) All Governors and parent helpers should follow the procedures as stated above for visitors invited to the school.
- d) New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher.
- e) New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role.
- f) Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby / job / faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked.

### **6.4 Contractors / Engineers**

Contractors / workmen follow the procedures as set out in 6.1.

When pupils are on the premises, the contractors / workmen must be supervised at all times by the Site Manager or technician or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site.

### **7. Specific Guidance Check list for member of staff organising visits from external agencies**

- Speakers at assemblies / class lessons etc. need to be initially cleared through the Headteacher
- Ensure that the visitor / external agency complements the school's planned programme or scheme of work
- Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people.

- Before the visit, discuss with the visitor how the session fits in with the school's programme / scheme of work
- Discuss and agree aims of the session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session
- Inform the visitor / external agency of: number, age and gender ratio of students background, ethnicity and culture of students, special educational needs (if applicable)
- Provide access to relevant school policies e.g. SRE, Drugs Educations, and risk assessments, as appropriate.
- Inform relevant people of the presence and remit of the visitor, e.g. School Office staff
- Inform students in advance of the activity
- Provide the visitor with a named contact.
- Organise meet and greet arrangements and classroom / assembly lay out.
- Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.
- Ensure the activity meets Health and Safety guidelines.
- Ensure the visitor / external agency is thanked for their contribution and where applicable, fees are paid.
- Give students time to reflect on what they have learned.

## **8. Staff Development**

As part of their Induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

## **9. Linked Policies**

This policy should be read in conjunction with other related school policies, including:

- Safeguarding policy
- Child Protection policy
- Health and Safety policy