



Stukeley Meadows Primary School

## SUPERVISION OF VISITORS

March 2018





# Stukeley Meadows Primary School

CARE CREATE COMPETE COLLABORATE

## SUPERVISION OF VISITORS



### **1. Introduction**

Visitors are welcome to Stukeley Meadows Primary School and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is not compromised at any 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, coordination and review of this policy.

### **3. Aim**

To safeguard all pupils under our responsibility when at school, arranged activities under our direction out of school and after school. The aim is to ensure the children are able to learn and enjoy extracurricular 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 safeguarding children guidelines as set by the DFE

### **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 after school activities 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, etc.)
- All governors of the school
- All parents
- All pupils
- Education personnel (Local Authority Advisors, Inspectors)
- Building & Maintenance Contractors

### **6. External Visitors to Stukeley Meadows**

Staff are required to be familiar with DFE statutory guidance on Keeping Children Safe in Education September 2016

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf) in relation to: *preventing unsuitable people from working with children and young persons in the education service.*



## 6. Protocol and Procedures

### 6.1 Visitors Invited to the School

**6.1a)** Before any visitor is invited to the school, the Head (or one of the AHTs) should be informed using the visitor risk assessment form (appendix 2), with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre visit checks required.

Visitor Risk Assessment Forms are not required for: –

a) Parents visiting staff

Please refer to appendix 1 for guidelines

**6.1b)** When inviting visitors to the school they should be asked to bring formal identification (as requested by the Headteacher in the Risk Assessment) 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 Main Reception first – they must not enter the school via any other entrance

At Main Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification (Local authority staff should have their ID Badge and DBS clearance paperwork)

All visitors will be asked to sign in via the Inventory system

All visitors will be required to wear an ID sticker/School lanyard and read the school safeguarding statement.

Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.

In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the designated points (the Junior Playground)

**6.1c)** On departing the school, visitors should leave via Main Reception and:

Sign out via the Inventory system

Visitors do not need supervising to the car park as the site is secure once they leave the gated reception area.

All visitors from external agencies must comply with section 6.1 of this policy

### 6.2 Unknown/Uninvited Visitors to the School

a) Any visitor to the school site who is not wearing a school lanyard and identity badge should be challenged politely to enquire who they are and their business on the school site

b) They should then be escorted to reception to sign the visitors' book and be issued with a school lanyard and identity badge. The above procedures in 6.1 then apply.

c) In the event that the visitor refuses to comply, the Headteacher or an AHT should be informed promptly and the visitor will then be asked to leave the site immediately.

d) The Headteacher / AHT will 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. The Headteacher /AHT will decide what further action to take that may include seeking legal advice or police contact.



## **6.3 Volunteer Helpers**

- a) All volunteer helpers must attend a 'Volunteer Helper Briefing' at least once a year before they can help in school. The briefing is designed to ensure that volunteer helpers are informed about how they will work in school in terms of health and safety and in compliance to rigorous safeguarding practice.
- b) All volunteer helpers MUST work under the close supervision of teaching staff as they are participating in 'regulated activity' and may not hold a DBS check.
- c) All Volunteer Helpers must sign in at Reception via the Inventory system. They should sign out at the end of their volunteering session.
- c) Any concerns relating to a Volunteer Helper MUST be dealt with immediately, informing the Headteacher or AHT. The whistleblowing policy and practice must be applied.

## **6.4 Governors**

- a) All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school, (if not already held).
- b) The School must check all Governors DBS certification is current at the beginning of the academic school year. Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the Inventory system.
- c) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher or Chair of Governors.

## **7. Staff Development**

As part of their Induction, new staff will be made aware of this policy for External Visitors and asked to ensure compliance with its procedures at all times. Staff will be advised about how to deal with abuse or aggression (verbal and physical) from others.

## **8. Linked policies**

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

- Child Protection and Safeguarding Policy

## **9. Dissemination**

This policy is publicised to all in the school community through induction, staff training and is stored on the network.

## **10. Monitoring and Evaluation**

The suitability and impact of all visitors invited into school to work with the children will be assessed at the end of each visit and a decision made as to further involvement



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## RISK ASSESSMENT FOR VISITORS TO SCHOOL

Visitor	
Date/Time of Visit	
Class or person being visited	
Lead staff member	
Will the visitor be left unsupervised? If yes, safeguarding implications?	
If supervised, how and by whom? Will this include escorting everywhere?	

## HEAD'S ASSESSMENT

REQUIREMENT	TICK IF REQUIRED	DATE:
DBS Check		
Photo ID		
Address ID		
Evidence of Qualifications		
Supervision required?		
Notes:		