



Visitors to school

November 2021

Version 0.1

Date of ratification by governing body:

Date of next review: July 2023

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy statement

Visitors are very welcome to Sonning Common Primary School, however it is our schools responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedure.

3. Policy responsibility

The Head teacher is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Head teacher.

4. 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 supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Governors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

5. Protocol and procedures

5.1 Planned visitors to the school

All visitors to the school may be asked to provide formal identification at the time of their visit

- Where possible the school office/ reception staff should be informed of all pre-arranged visitors to the school
- All visitors must report to the school office/ reception first and should 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 recorded into the Diary in the School Administrators Office
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site
- On departing the school, visitors should leave via the school office.

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

5.2 Unknown/ unplanned visitors to the school

- 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
- They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in 5.1 then apply.
- 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
- The Headteacher / Deputy Headteacher (or the Teacher-in-Charge) will consider the situation and decide if it is necessary to inform the police
- 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. Governors and regular volunteers/parent helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the School Office
- All Governors and parent helpers should follow the procedures as stated in 5.1
- 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
- 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
- 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. Again all parents should follow the procedures as stated above 5.1
- Staff and visitors are not allowed to use mobile phones in school. Please ensure that any mobile device brought into school is safely stored out of sight and not used whilst on the premises.

7. Contractors/ Workmen

Contractors / workers should follow the procedures set out in 5.1

8. Staff development

As part of their induction, new staff will be made familiar 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 policies, including:

- Child protection/safeguarding policy
- Health and safety policy
- Confidentiality policy
- Safer recruitment policy

10. Policy review

This policy will be reviewed annually by the Head teacher.

Guidelines for parent helpers in school

Firstly, thank you for offering to give some time to the school on a regular basis. The following few bullet points are to give some general guidelines to assist you:

- On arrival each day, ensure you are signed in at the Main School Office before going to class
- It is useful to talk to your class teacher to understand how the class works – ask them how they would like you to operate whilst in the classroom
- Ask for a tour of the school so that you know where all the facilities are.
- Matters concerning individuals, both staff and pupils are confidential. Parent helpers should continue to maintain and improve the ethos and reputation of the school and their conduct within the school and the wider community should reflect this.
- Always ask for further explanation if you are unsure of what the class teacher requires! Any one in school will be happy to help you if you need assistance.
- Expect the teacher to let you know of any timetable changes that may affect you – equally please let the teacher know if there is a reason you may not be able to attend a regular session.
- I understand that the class teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or in a discrete group in class, I can verbally discipline a child. I will not under any circumstances use physical force.
- If you see or hear anything that concerns you during your time in school, please either pass your concern on to the Class Teacher or the Head Teacher as necessary.
- If you see, hear or have any safeguarding concerns during your time in school, please pass these to the Designated Safeguarding Lead – The Head teacher and if possible using the Recording for Safeguarding Incidents, the details of which are displayed on posters throughout school.
- Staff and visitors are not allowed to use mobile phones in school. Please ensure that any mobile device brought into school is safely stored out of sight and not used whilst on the premises.

COVID procedures

- During the time that testing for COVID is advised by the NHS, PHE and the dfe, parent helpers coming into school agree to test regularly (twice weekly) and be prepared to provide evidence of negative tests.

I agree to abide by the conditions of being a Parent Helper in school.

Signed Visitor:

Signed Head teacher:

Date:

Date:

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