



---

# Visitors in School Policy

May 2024

*I have read this policy*

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

*Version 1.1*

*Approved: 19.5.24*

*Date of ratification by governing body:*

*Date of next review: May 2025*

## 1. Aim

- 1.1 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

- 2.1 Visitors are very welcome at Sonning Common Primary School however it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.
- 2.2 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.
- 2.3 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 this policy.

## 3 Policy responsibility

- 3.1 The Headteacher 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 Headteacher.

## 4 Where and to whom the policy applies

- 4.1 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.
- 4.2 The policy applies to all visitors in school including:
- *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)*
  - *Other education related personnel (County Council staff, Inspectors, health care professionals)*
  - *Buildings and Maintenance Contractors.*

- 4.3 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.
- 4.4 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

## 5 **Governors and other visitors**

- 5.1 All Governors and **regular visitors** must comply with the Disclosure and Barring Service, by completing a DBS disclosure. This DBS disclosure may be via their host organisation, and this will be checked by the school office, or it will otherwise be completed via the SCPS school office before visitors can work unsupervised with children.
- 5.2 **Regular visitor** means someone who visits school on a regular basis for example every week. This includes regular community volunteers, all parent helpers, peripatetic music or other tutors, sports coaches, supply teachers, external IT contractors who will be working in classrooms where children are present.
- 5.3 **Parent helpers** should also sign the Guidelines for Parent helpers, a copy of which is in Appendix B.
- 5.4 Parents or community volunteers may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) without a DBS check having taken place as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. The school has a risk assessment for visitors in school without a DBS check, a copy of which is in Appendix A.
- 5.5 All visitors (regular or otherwise) should follow the procedures as stated in section 6.

## 6 **Planned Visitor Procedure**

- 6.1 The school office should be informed of all pre-arranged visitors to the school by the member of staff arranging the visit.
- 6.2 All visitors to the school will be asked to provide formal identification at the time of their first visit.
- 6.3 All visitors must report to the school office first and must not enter the school via any other entrance.
- 6.4 At the school office, all visitors must state the purpose of their visit and who has invited them. They must be ready to produce formal identification.

- 6.5 All visitors will be asked to sign in by completing the Visitors' Record, making note of their name, organisation, who they are visiting and vehicle registration number (if applicable).
- 6.6 All non-DBS checked visitors will be required to wear an identification badge with a red visitor's lanyard and the badge must remain visible throughout their visit. They must be supervised at all times and especially never left alone with children.
- 6.7 All DBS checked visitors (Governors / regular parent helpers / community volunteers / tutors / sports coaches) will be required to wear an identification badge with a blue visitor's lanyard and the badge must remain visible throughout their visit.
- 6.8 All visitors will be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Information on how to do this is on the reverse of the visitor badge.
- 6.9 A copy of this Visitor Policy will be provided to all new visitors and they will be asked to read and sign that they will comply with the policy. This record will be kept by the school office to avoid returning visitors having to sign again. A copy of this record is in Appendix B.
- 6.10 Non DBS checked visitors will 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.
- 6.11 Staff and visitors are not allowed to use mobile phones in school classrooms, as outlined in our Use of IT Policy. Please ensure that any mobile device brought into school is safely stored out of sight and not used except in area where permitted.
- 6.12 On departing the school, visitors should leave via the school office and note their departure in the Visitor's record and return their identification badge and lanyard to the school office.

## **7 Unknown/ unplanned visitors to the school**

- 7.1 Any visitor to the school site who is not wearing an identity badge must be challenged politely to enquire who they are and their business at the school.
- 7.2 They must then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in section 5 then apply.
- 7.3 If the visitor refuses to comply, they must be asked to leave the site immediately and the Headteacher and Deputy Headteacher should be informed promptly.
- 7.4 The Headteacher / Deputy Headteacher will consider the situation and decide if it is necessary to inform the police.

- 7.5 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.

## **8 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
- Use of information technology policy

## **9 Dissemination**

- 9.1 The Policy is available on the school web site and a paper copy is available from the main school admin office on request.

## **10 Reviewing the Policy**

- 10.1 This policy will be reviewed annually by the head teacher and monitored by a Governor to ensure that the Policy is relevant and up to date.

**11 Appendix A Risk Assessment for non DBS checked visitors**

APPENDIX A  
**RISK ASSESSMENT**

<b>Activity being Risk Assessed:</b>	Adult in school DBS – Not OCC Education staff					
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>When Done?</b>
Potential child protection issues if left alone with pupils	Pupils if left alone with non-DBS adult in respect of Child Protection and also adults are comfortable in managing pupils correctly in line with school policies.	<p>Visiting Adult will bring current DBS and photo ID for checking by Office Staff.</p> <p>Visiting Adult will sign Visitors Policy.</p> <p>Visiting Adult will sign in as a visitor.</p> <p>Visiting Adult will be working in a shared working area.</p> <p>Visiting Adult will not be left alone with any pupils throughout their stay.</p> <p>Adult will wear a visitor badge for the duration of their stay.</p> <p>Visiting Adult will be introduced to all members of staff as necessary.</p> <p>Visiting Adult to be in contact with any of the named members of staff regularly throughout their time at the school.</p>	No	NA	<p>Identity check to be completed prior to working with class.</p> <p>Visitor badge to be worn by all visitors throughout their visit.</p> <p>Visitor Policy will be signed before working with class.</p>	On day of visit

<b>Activity being Risk Assessed:</b>	Adult in school DBS – Not OCC Education staff					
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>When Done?</b>
Potential child protection issues if left alone with pupils	Adult – if left alone, Child protection accusations / misconduct could occur and would be difficult to challenge.	Visiting Adult will be working in a shared working area. Visiting Adult will not be left alone with any pupils throughout their stay. Adult will wear a visitor badge for the duration of their stay. Adult will be introduced to all members of staff as necessary. Visiting Adult to be in contact with any of the named members of staff regularly throughout their time at the school. Visitors will be made aware of who the Designated safeguarding Leads are.	No	NA	Identity check to be completed prior to working with class. Visitor badge to be worn by all visitors throughout their visit. Visitor Policy will be signed before working with class.	On day of visit

Sonning Common Primary School

<b>Risk Assessment Completed by (Name):</b>	Mr Chris Hirst	<b>Job Title:</b>	Headteacher	<b>Date:</b>	26/11/2023
<b>Authorised by Line Manager (Name):</b>		<b>Job Title</b>		<b>Date:</b>	
<b>Reviewed by:</b>		<b>Job Title</b>		<b>Date:</b>	
<b>Distribution List:</b>		<b>Job Title:</b>		<b>Date:</b>	



