

**ST ANDREW'S CE  
PRIMARY SCHOOL & NURSERY**

**VISITORS TO SCHOOL  
POLICY**



**St. Andrew's**  
C.E. Primary School

**2018**

## **Rationale**

For the purposes of this policy we define visitors as being all those on the school site who are not employed by the school. St Andrew's CE Primary School & Nursery acknowledges that a whole range of people will visit the school for a variety of reasons. We are committed to working effectively with external partners in order that they can bring specific knowledge and expertise to enrich the planned curriculum and support our children in reaching their fullest potential.

The school recognises that it is important to ensure that visitors supporting the schools objectives are appropriately qualified, that the visit is planned in advance and the anticipated outcomes are clear. The safety and welfare of our children is of paramount concern.

Visitors will always be treated courteously and made to feel welcome in school.

## **Vetting**

The school will ensure that where appropriate, the visitor has been subject to relevant safeguarding checks; this is essential where the visitor will be left in sole charge of children, including one to one work with a child. Supervised visitors will not need a DBS check. For the protection of both adults and children, all visitors will be advised that they should not be alone with children (unless undertaking pre-planned activities and have a DBS check approved by school).

## **Confidentiality and Child Protection**

The school is very aware of our duty of care towards our children, particularly when sensitive areas are to be discussed. All visitors will be required to work within existing school policies, work inside professional boundaries and follow school child protection procedure.

## **Safeguarding**

The Government paper 'Working Together to Safeguard Children' (2018) states that *'Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.'*

St Andrew's CE Primary School & Nursery is committed to its legal and moral duty to promote the well-being of children, protecting them from harm and respond to child abuse and expects all staff and volunteers to share this commitment.

School Policies are in place to ensure that there is a consistent approach to practices throughout the school and that they are adhered to by staff, governors and volunteers. We have a number of policies and procedures in place that contribute to our safeguarding commitment which is referred to in our prospectus, including our Safeguarding and Child Protection Policy and Procedures (2018). Parents, carers and visitors are welcome to read the policies on request or they can be viewed in the 'policies' section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

All adults are also expected to read the DfE booklet: **Keeping Children Safe in Education (2018)**. Everyone employed at St Andrew's CE Primary & Nursery has a responsibility in terms of child protection and we understand that every child has the right to feel safe and protected at all times and in any situation.

We accept that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended activities.

We hope that both parents and children will feel free to talk about any concerns and will see school as a safe place to discuss any difficulties. All staff have child protection training and all adults who work with children in school have had an enhanced Disclosure and Barring Service (DBS) check. School has designated staff for child protection/safeguarding who receive regular and additional training and a nominated governor.

**Our Safeguarding and Child Protection Designated Staff are:**

***Mrs J Rainford- Head teacher and Mrs J Hodgson – Deputy Head Teacher***

**Our Safeguarding and Child Protection Governors are:**

**Mr G Walczak and Mrs C Giles**

**Other staff with responsibility for Safeguarding:**

***Mr P Lynch – Inclusion Manager and Mr J Alletson***

The full statement is available on our school website.

Copies of the Child Protection Procedures are available from Reception, including the guidance provided by 'Adults Working in School' Policy.

## **Procedures**

### **Before the Visit**

- The member of staff responsible will give careful consideration to the aims and anticipated outcomes of inviting an outside visitor to the school, and to what type of person will be best suited to meet these aims
- The member of staff responsible will seek approval from the Head Teacher, Deputy Head Teacher or Assistant Head Teacher, and ensure the visitor is from a reputable organisation and/or take up references and recommendations
- Prior to the visit the staff responsible will carry out a preliminary discussion with the visitor to ensure that the visitor is aware of the context of the contributions they have been asked to make, including the ethos and expectations of our school
- Staff must vet all content that will be delivered to children in advance of the visit
- Visitors will be aware of the school policies on child protection, confidentiality, health and safety, behaviour, and any specific policies relating to the subject content, such as sex and relationships education

### **Contractors**

- All contractors will sign in and be issued with an identification badge They will be met by the relevant member of staff and supervised as appropriate during the visit
- Where ever possible contractors will attend out of school hours
- All contractors will be subject to the appropriate safeguarding procedures
- All contractors who are not DBS checked will be supervised by the Senior Leadership Team, Business Manager or Site Manager.

- Plans of the building and relevant information, for example, the Asbestos Report, will be available

#### On Arrival

- All visitors will report to reception, sign in and be issued with an identification badge or ensure their badge is visible
- All visitors will be asked for identification (as appropriate)
- Supply staff will sign in and report to the Business Manager/HT/DHT
- Visitors with the exception of supply staff and visitors from approved external agencies will remain in the reception area until a member of staff collects them. Under no circumstances will any ad hoc visitor be allowed unsupervised access to school

#### During the Visit

- The teacher will remain responsible for children's behaviour, health and safety and child protection throughout the visit and will always be present during group activities.
- The member of staff will ensure that the visitor is supervised at all times (if not DBS checked)
- The school provides opportunities for children to work on a one-to-one basis with external agencies, for example, the school nurse, EP
- Visitors from these agencies will be enhanced DBS checked, have appropriate training, be aware of child protection issues and work within the individual agency safeguarding procedures. In these circumstances the visitor may be able to offer confidentiality with their service. These issues will be discussed with the children, and be subject to the approval of the appropriate member of the Senior Leadership Team
- Information regarding enhanced DBS checked visitors is held on the single central record

#### Communication

- This policy is available on the school website
- Staff will be briefed annually with reminders on the content of this policy
- Office staff will be trained in the implementation of this policy
- Staff are encouraged to challenge anyone on the school site that is not wearing a school identification badge. In the event of them not being recorded as an official visitor they must be escorted to the reception to sign in. In the event of resistance to this request, the HT, DHT or AHT must be informed as a matter of urgency

Other relevant policies include:

Safe Guarding policies

Child Protection policies

Behaviour and bullying prevention policy

Safe Working Practice guidance