

# BOURN CHURCH OF ENGLAND PRIMARY ACADEMY

## GUIDANCE ON VISITORS TO THE SCHOOL



HR/Admin & Communications

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### 1. Introduction

- 1.1 Bourn Primary Academy welcomes all visitors with a warm, friendly and professional welcome, whatever the purpose of their visit. The School is open and welcoming to all who would like to support the children. It encourages parents and other adults to help the School community in a variety of ways.
- 1.2 The School also has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Head Teacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the School recognises that there can be no complacency where child protection and safeguarding procedures are concerned.
- 1.3 This guidance is intended to help the School manage visitors in a way that ensures the safety of children and adults on the School site. The School therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the School site.

### 2. Responsibilities

- 2.1 The Governing Body has ultimate responsibility for safeguarding matters in the School and delegates the responsibility of implementing this guidance and managing visitors to the School, to the Head Teacher and members of staff.
- 2.2 The day-to-day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the School are properly welcomed and managed safely within the School.
- 2.3 All staff should be made aware of this guidance and that it applies to all visitors equally.

### 3. Types of Visitor

- 3.1 There are a number of different types of legitimate visitors to the School.
  - Visitors who are educational or social care professionals and attend the School in connection with children i.e. social workers, educational psychologists, SEND officers, targeted support workers or health-related professionals.

- Visitors attending to work with children in roles such as peripatetic tutors and sports coaches.
- Visitors who attend the School in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors i.e. parents, parent helpers, school governors.

3.2 Visits should be planned wherever possible, to ensure they run smoothly, taking into account the need to safeguard both children, the reputation of the School and the visitor. Where appropriate, risk assessments should be undertaken. The Head Teacher or Senior Leadership Team (SLT) should be aware of visits in advance.

3.3 See Appendix 1 for a description of what process is followed for different types of visitor.

#### **4. Procedures for All Visitors**

##### **4.1 Entering the School**

4.2 Wherever possible, visits to the School should be pre-arranged.

4.3 All visitors must enter by the main entrance and report to School Office first. They must not enter the School via any other entrance. Deliveries, such as to the kitchen, first report to the School Administrator by buzzing at the gate to be let on the premises, and then unload at the kitchen door.

4.4 At the School Office all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification, if necessary. If there is any concern relating to the validity of this identification, the School will seek to confirm this with the employing agency.

4.5 All visitors will be asked to sign the Visitors' Record Book, stating the date and time they entered the School, where they are from and whom they are going to see.

4.6 A visitor's badge will be given to each visitor, which should be worn and displayed prominently. There are two types of badges:

- Blue badges are for visitors who have been DBS checked;
- Red badges are for visitors who have not been DBS checked, as far as the School is concerned.

4.7 In the case of Governors, a School Governor Badge will be given to the Governor, which should be worn and displayed prominently.

4.8 Visitors should wait in the foyer until they are met by an appropriate member of staff to be escorted to their destination. Visitors to a community event such as Community Assembly should sign the specific attendance form for that event and wear a sticker for the duration of their visit.

#### 4.9 **During the Visit**

- 4.10 All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role, for example where a DBS-checked parent helper is engaged with the volunteering job assigned to them, or where the visitor is an educational or social care professional who is seeing a child and where the School has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- 4.11 Visitors to a community event should remain in community areas where there is appropriate supervision. They are not to leave the designated community area.
- 4.12 Any visitors who have the appropriate checks and who are not constantly accompanied by a member of staff should agree to adhere to the Bourn Primary Academy Code of Conduct for All Adults.
- 4.13 Photography and analogue or digital recording require permission from the Head Teacher. This is to comply with the Data Protection Act, preserve copyright or maintain confidentiality.
- 4.14 To preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information. Regular visitors and those most likely to have access to confidential information will be asked to sign a confidentiality agreement.
- 4.15 A visitor may not:
- take sole responsibility for all or some of the whole class;
  - take children off the School site without specific permission from the teacher in charge or the Head Teacher;
  - deal with behaviour of a child in the School;
  - physically restrain a child.
- 4.16 If a visitor notices a child in need, they must alert a member of staff immediately.
- 4.17 Visitors should ensure that they are never in a situation where they are left alone with children. If visitors find that they have been left alone with children, they should report it to a member of staff or the School Office.
- #### 4.18 **Leaving the School**
- 4.19 On departing the School, visitors should leave via the main entrance, sign out in the Visitors' Record Book, return their visitor badge to the School Office and be seen to leave the premises.
- 4.20 School Office staff check the 'in – out' records regularly to monitor compliance with these procedures.

## **5. Staff from Other Agencies**

- 5.1 The same requirement as in paragraph 4.3 applies. If the School has 'written notification' from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

## **6. Contractors**

- 6.1 The statutory guidance in Keeping Children Safe in Education (Sept 2018) says:
- 6.1.1. *“Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.*
- 6.1.2. *Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.*
- 6.1.3. *If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.*
- 6.1.4. *Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college.”*
- 6.2 For building or maintenance contractors the School will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation, such as fencing off work areas, will provide additional safeguards. Any DBS checks required will be completed before the contractor begins work in the School.

## **7. Trainee Teachers**

- 7.1 The statutory guidance in Keeping Children Safe in Education (Sept 2018) says:
- 7.1.1. *“Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.*
- 7.1.2. *Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools and colleges should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the*

*school or college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.”*

- 7.2 As with other visitors who have been checked by an external organisation, the School should have ‘written notification’ that appropriate checks have been made.
- 7.3 If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the School that appropriate checks have been made.

## **8. Governors**

- 8.1 Governors follow the same procedures as other visitors when coming in to the School. All Governors require the enhanced DBS checks, including Section 128, which will be made by the School.

## **9. Parents and Relatives**

- 9.1 The statutory guidance in Keeping Children Safe in Education (Sept 2018) says:
- 9.1.1. *“Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example, children’s relatives or other visitors attending a sports day).”*
- 9.2 In these circumstances the Head Teacher and Senior Leadership Team will use their professional judgment about the need to escort or supervise visitors.

## **10. Ofsted**

- 10.1 Ofsted and their inspection partners have been through a DBS ‘Enhanced with barred list information’ check. All inspectors carry official Ofsted photo identification badges. If there is any concern about the identity of an Ofsted inspector, the School will confirm this with the Ofsted office.

## **11. Raising Awareness of Visitor Safety with Children**

- 11.1 Pupils are reminded on a regular basis that they should remain with a staff member and not wander off or leave an area which is not supervised by a member of staff. They are also reminded of any other relevant actions identified by a risk assessment relating to a visit.

## **12. Concerns Related to a Visitor**

- 12.1 Pupils, staff and parents should be made aware of whom they should report concerns to or go to for help and advice if they have concerns about a visitor. This is any teacher in

the first instance, who will then report the concerns to the Designated Person for Safeguarding.

- 12.2 Any issues regarding the suitability of visitors to the School are noted by the Designated Person for Safeguarding and promptly brought to the attention of the Head Teacher.

### **13. Unknown, Uninvited or Malicious Visitors to the School**

- 13.1 Any visitor to the School who is not wearing an identity badge should be challenged politely by staff and escorted to the School Office to sign the Visitor's Record Book and be issued with an identity badge.
- 13.2 Failure to comply will result in them being asked to leave the site and the Head Teacher or a member of the Senior Leadership Team will be informed. In extreme circumstances or if the person refuses to leave, the police could be called.

### **14. Monitoring and Evaluation**

- 14.1 This policy will be reviewed at least every 2 years. Like all safeguarding policies, the School will monitor and evaluate its implementation and effectiveness on a regular basis.

### **15. Linked policies**

- 15.1 This guidance should be read in conjunction with the DfE "Keeping Children Safe in Education" document and the following related School policies:
- Safeguarding and Child Protection Policy
  - Healthy, Safety and Welfare Policy
  - Code of Conduct for All Adults
  - Recruitment and Selection Policy
  - Whistleblowing Policy
  - IT Acceptable Use and Online Safety Policy



### School Visitor Flowchart

