



SCHOOL VISITORS POLICY AND PROCEDURES

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Directors, visitors and parents. The ultimate aim is to ensure that pupils 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 Rush Common School. It is our school's 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 Board of Directors and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Board of Directors 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 Headteacher and Head of Pupil Support and Welfare are the members of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Headteacher or Head of Pupil Support and Welfare.

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)
- All Directors of the school

- All parents (including parent helpers and volunteer readers)
- All pupils
- Other education related personnel (e.g. School Improvement Advisors, Inspectors, health care professionals)
- Buildings and Maintenance contractors

5. Protocol and Procedures

5.1 Planned visitors to the school

All visitors to the school will be asked to provide formal identification at the time of their visit including photo identification for visiting education related personnel.

- Where possible the School Office/ reception staff should be informed of all prearranged 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 asked to sign the Visitors' Record Book (which is kept by the School Office/ reception at all times), making note of their name, organisation, who they are visiting, car registration number (where applicable.)
- 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 – a picture of the designated safeguarding lead, Michelle Ainscough, is also displayed in the reception area. Written guidance will be provided to visitors containing this information (fire safety and safeguarding procedures information.)
- Visitors will be asked to read Rush Common's fire safety and safeguarding procedures information sheet, signing that they have read and understood the 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 and:
 - Enter their departure time in the visitors' record book alongside their arrival entry
 - Return the identification badge to the school office/ reception

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 Visiting Speakers

Rush Common has a formal procedure for inviting speakers into school which follows the clear expectations in the Prevent Duty. This duty states that we should have "clear protocols for ensuring that any visiting speakers- whether invited by staff or

children themselves- are suitable and appropriately supervised” (Prevent Duty July 2015). Due to this, Rush Common will ensure that there is:

- A formal procedure for inviting speakers, which involves approval by the Headteacher and a clear understanding of why the speaker has been chosen.
- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously. This will be recorded on the Visiting Speakers Plan (Appendix A), which is completed by the co-ordinating staff member and signed by the Headteacher.
- Effort taken, although not always possible, to invite speakers from an established company, charity or other group whose aims are well-documented.
- The speaker must read and sign the Visiting Speakers Agreement document (Appendix B), to ensure that they understand they must abide by the school’s equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand.
- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Headteacher

Information for visiting speakers:

- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification.
- Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- All information about the visiting speaker and the booking process should be recorded on a suitable proforma.
- After the presentation, an evaluation form (Appendix C) should be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future.

5.3 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.
- Visitors 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 or Head of Pupil Support and Welfare should be informed promptly.
- The Headteacher, Head of Pupil Support and Welfare (or Deputy Headteacher) 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. Directors and Regular Volunteers/Parent Helpers

- All Directors 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 Directors and parent helpers should follow the procedures as stated in 5.1.
- New Directors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Head of Pupil Support and Welfare.
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Head of Pupil Support and Welfare 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.
- All volunteers will be provided with a copy of the Volunteers Welcome Pack.

7. Contractors/ Workmen

- Contractors/ workmen 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:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Safer Recruitment Policy

Additional information:

- Volunteer Welcome Pack
- Visiting Speakers document and proformas

10. Review of this policy

The Board of Directors through its Pupil Support and Welfare Committee review this policy every three years. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.

Approved by the Pupil Support and Welfare Committee of Rush Common School Board of Directors on 15th March 2016

Signed: C Wilmshurst

(Chair of Board of Directors)

Signed: L Youngman

(Headteacher)

Date for Review: March 2019