

School Visitors Policy and Procedures

Policy Statement

The Olive Tree Primary School's Trust Board, Staff and children assures all visitors a warm, friendly and professional welcome to our school, whatever the purpose of their visit. The School has a legal duty of care for the health, safety, security and well-being of all pupils and staff. This duty of care incorporates the duty to "safeguard" all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Trust Board and senior leadership team to ensure that this duty is uncompromised at all times.

In performing this duty, the trust board 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 procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Principal is the member of staff responsible for implementation, co-ordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and the Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Head of School. The day to day operation of this policy often falls to the Office Manager, however all staff have a duty within this policy to ensure that it is adhered to.

Aim

To safeguard all students under the school's responsibility during school hours, and whilst engaged in curriculum and out of school activities which are arranged by the school.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised and supervised off- site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including Peripatetic teachers, sports coaches etc.)

- International visitors on study trips
- All Governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel e.g. Education psychologist, LA support officers
- Other Health Related support e.g. school nurse, OT, Physio, SALT
- Building and Maintenance personnel and all other independent contractors visiting the school site
- Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures

1. Visiting Speakers

If a speaker or presenter is unknown to the school, prior to the visit, an internet search will be carried out under the Prevent duty to ensure that they do not promote radical views. All speakers when speaking will have a member of staff in the room to monitor the talk.

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification on request.
- All visitors will be asked to sign in using the 'Sign in' app screen based in reception. They will enter their name, organisation, who they are visiting and their car registration. The screen then takes a photograph of them and produces a badge which should be displayed in a school lanyard whilst the visitor is on site.

Visitors with Enhanced DBS checks will wear green lanyards, other visitors will wear red.

- All visitors will be required to wear this identification badge. It must remain visible throughout their visit.
- All visitors will be asked to read the short safeguarding policy for visitors and be made aware of the DSL.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive their visitor. The contact will be responsible for their visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are on the contractors list kept by the school.

2. International School Visits by teachers outside the UK

The Principal may choose to host visitors from outside the UK for the purpose of sharing best practice and developing the cultural capital of the children at The Olive Tree primary School. All enquiries will be handled by the school and not by the any members of the trust board. The school has the right to accept or decline visits. International visit enquiries will be directed to the school website to request visits where they will be able to submit a formal request. A log will be kept and shared as a standing item for discussion at the trust board.

Before the visit, the school will request the names and contact details of all visitors and will share with them the safeguarding policy and expectations of the school as well as requesting information on dietary requirements, disabilities and any other information that the school feels is required.

On the day, the DSL will present safeguarding expectations which will be explicitly explained to visitors at the beginning of the visit, making reference to the policy which will have been sent prior to the visit. A clear explanation detailing permissions for taking of Photo/video.

Before departure - Visitors will be escorted off site at a time that minimises disruption. A questionnaire requesting feedback to be completed by all visitors on the study visit. This information will be shared at Trust Board meetings.

Costs - The visits will be chargeable at a rate that covers the costs of staff time, lunch and any other expenses incurred. The rate of charge will be justified by the finance officer and should cover all costs. Any additional profit made will be used to offset the cost of the year 6 residential.

Managing Conflicts of Interest - see managing conflicts of interest policy.

3. Contractor's List

The School will hold an approved contractor's list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff.) To qualify for this list, the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and a copy has been registered on the School's Central Record. Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in).

A copy of the contractors list will be kept in a shared area of the school's network

4. Visitors Departure from the School.

On departing the school, visitors must leave via reception and:

- Enter their departure in the 'Sign in' screen
- Return their identification badge to reception
- A member of staff should escort their visitor to the reception.

5. Unknown/ Uninvited 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 on the school site. If the challenge results in a plausible explanation the visitor should then be escorted to reception to sign in and be issued with an identity badge. The procedures under "Visitors to the School" will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of SLT informed. The SLT member 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. Trustees and Volunteers

All trustees and volunteers must complete a DBS disclosure form. The school will ensure that all governors and volunteers will have a current DBS certificate and a copy of its number is noted in the School Central Record.

Trustees and Volunteers will follow the same procedure as other visitors to the school and sign in using the 'Sign-in' screen in reception. New trustees will be made aware of this policy and be made familiar with its procedures as part of their induction programme. This is the responsibility of the clerk to the Governing Body, the Principal and the Chair of the Trust Board.

New volunteers will be asked to comply with this policy by the member of staff that they first report to when coming into school for an activity.

7. Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

Policy approved date:

Policy review date: September 2020