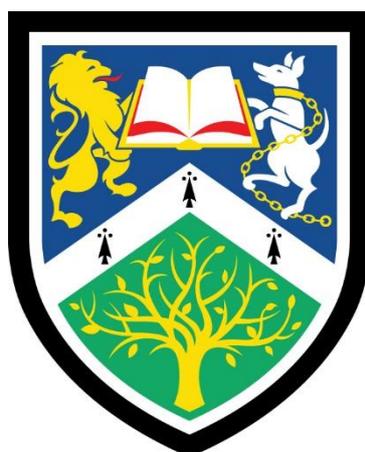


Ashfield School



VISITORS POLICY

Date of Policy : July 2019
Renewal Date: July 2021

Ashfield School Policy on Visitors, including VIPs, to schools

1. Introduction

This guidance is intended to help manage visitors to the site in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher, senior leadership team and the governing body.

2. Guidance and Responsibilities

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing visitors to the school. 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 school.

All staff should be made aware of this guidance and that it applies to all visitors equally, including VIPs.

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- VIPs – Very Important People
- Other legitimate visitors ie parents, parent helpers, school governors

Visits should be planned 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 should be aware of visits in advance.

3. Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged
- All visitors must report to reception first and not enter the school via any other entrance
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification. All Nottinghamshire County Council staff should show their photo ID card.
- All visitors will be asked to sign the visitors' record book or equivalent such as an electronic recording system which includes a photograph of the visitor being taken.
- All visitors are issued with a leaflet showing the key contracts for safeguarding and what to do in the event of a fire.
- If the visitor is part of a large group of visitors a separate register may be utilised.
- A visitor's badge should be worn and displayed prominently.

- All visitors should be escorted back to reception at the end of their visit.
- All visitors should return their id badge and sign out in reception at the end of their visit.

4. Visitors to Ashfield School

- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- 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 a social worker seeing a child and 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).
- If visitors find they are alone with pupils/children they should report to a member of staff or reception. This should be explained to visitors.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.

5. Visitors to Two Counties Trust and Nursey

A call will be made to an appropriate person in the TCT or Nursey. The visitor will either be collected, or allowed to enter via the 16+ drive. The visitor will buzz the TCT or Nursey at the 16+ drive, will be allowed access, monitored to ensure they arrive and then greeted at the venue.

6. Special categories of visitor

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

7. Important considerations for VIP visits

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail eg it is unlikely that the Queen or another senior member of the Royal Family would be expected to show or wear ID. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

8. Nottinghamshire County Council staff

Nottinghamshire County Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations In these circumstances the statutory guidanceⁱ says:

‘Schools and colleges must obtain written notification from any agency, or third party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.’

This guidance can be regarded by schools as the ‘written notification’ required by the guidance.

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for NCC. All Nottinghamshire County Council staff visiting schools carry photo identification.

9. Staff from other agencies

The same requirement as in 4.2 applies. If schools have ‘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.

10. Contractors

The statutory guidance says:

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.

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.

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.

Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college.

For building or maintenance contractors schools should establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.

11 Trainee teachers

The statutory guidance⁴ says:

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. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, schools should obtain written confirmation from the training provider that these checks have been carried out 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.

As with other visitors who have been checked by an external organisation, the school should have 'written notification' that appropriate checks have been made.

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.

12 Governors

Governors should follow the same procedures as other visitors when coming in to school. If they are to have unsupervised contact with children they will require the appropriate DBS checks.

13 Parents and relatives

Keeping Children Safe in Education (2015) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. In these circumstances head teachers should use their professional judgment about the need to escort or supervise visitors.

14 Ofsted

Ofsted have provided NCC with written confirmation that all Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

15 Raising awareness of visitor safety with children

Pupils should be reminded on a regular basis and especially prior to any VIP or celebrity visits that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to the visit.

16 Concerns related to a visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding.

Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Headteacher. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the Nottinghamshire Safeguarding Children in Education Officer (SCIEO) for advice.

17 Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be

issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Schools' Emergency Plans should include arrangements for responding to 'intruders' and 'lockdown arrangements' in the event of a 'malicious visitor.' Relevant guidance can be found at:

18 Monitoring and Evaluation

Like all safeguarding policies schools should monitor and evaluate its implementation and effectiveness on a regular basis.

19 Visiting Speakers Protocol

- Approval has been agreed with a member of the Leadership team.
- There is 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.
- Where possible the speaker is from an established company, charity or other group whose aims are well-documented.
- The speaker should read the safeguarding documentation available to visitors.
- The speaker must acknowledge in writing that they will
 - 1) Abide by the school's equality commitments;
 - 2) 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.
- The speaker understands that they 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
- The speaker understands that such talks and presentations will not be used to raise funds, without the prior written permission of the headteacher.
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present.
- Visitors must be supervised at all times and not left alone with pupils.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

20 Linked policies

This guidance should be read in conjunction with other related school policies:

- a. Whole School Child Protection Policy
- b. HR Safer Recruitment Guidance
- c. School Employee Code of Conduct.
- d. Healthy and Safety Policy

- e. Whistle Blowing Policy
 - f. Nottinghamshire Safeguarding Children Board: Managing allegations procedures link:
http://nottinghamshirescb.proceduresonline.com/core/p_alleg_against_staff.html
 - g. DfE Keeping Children Safe in Education part four: Allegations of abuse made against teachers and other staff
 - h. Disqualification under the Childcare Act 2006
 - i. Childcare (Disqualification) Regulations 2009 – Guidance for Schools
 - j. Coping with a School Emergency / School Emergency Plans
 - k. Access Policy
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