



Enabling Excellence for Exceptional Futures

Policy name:	Visitors to the School Policy and Procedure
Policy group:	Safeguarding / Health and Safety
Policy status:	
Linked REAch2 policy(ies)	This policy and procedure forms part of both Health and Safety and Safeguarding Procedures within school.
Policy owner:	Gemma Jackson- Head Teacher
Written/ Adopted/	Adopted: May 2020



Visitors to the School

Policy and Procedure

Contents:

1. Visitors to the School Policy
2. Visitors to the School Admittance Procedure

Appendix 1: Visitors' Code of Conduct Policy

Appendix 2: LGB member visits guidance

Appendix 3: Visitor badge/ lanyard colours

Visitors and Volunteers Code of Conduct Policy

Introduction

The implementation of this policy is the responsibility of all of the staff within the school community.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help the school community in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security and safeguarding.

Aims and Rationale

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part-time staff employed by the school:

- Teachers including SLT members
- Learning Support Assistants & Learning Mentor
- Clerical/Admin staff
- SMSAs & cooks
- Site Manager & Cleaning Staff
- Sports Coach/ Teacher
- Technicians

Adult workers employed by another organisation:

- Contract workers (for example an electrician or heating engineer).
- Grounds maintenance staff
- Health visitors
- LA advisers and inspectors
- Peripatetic music teachers

Volunteer helpers:

- Adults from the local community
- Academy Council members
- Members of the PTA
- Parents or other adult helpers working alongside teaching staff
- Students on work experience.

Volunteer helpers support the school in a number of ways, including:

- Hearing pupils read
- Helping develop the school grounds and environment
- Helping with classroom organisation
- Helping with the supervision of children on school trips
- Helping with group work
- Helping with art or subjects involving other practical activities
- Helping by being 'spotters' during swimming lessons
- Sharing an experience
- Supporting individual pupils

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all or some of the whole class

- Take children off the school site without a teacher in charge
- Deal with behaviour of a child in school if not their own
- Be out of the sight of a member of staff, alone with a child
- Supervise the changing or toileting of a child or children

The responsibility for the safety, health and welfare of the child remains with the class teacher at all times.

Police checks/ DBS checks

For the children's safety, all volunteer helpers are required to have police clearance- a DBS check before they work in the school. Helpers will also be given a copy of the Code of Conduct (Please see Appendix 1) The Principal has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

The Head Teacher has the authority to prevent access to the school.

Deployment of volunteer helpers

Helpers will be asked to support in classes and situations where there is the most need for individual support. This could be in their own child's classroom, providing it is not a distraction and the teacher is comfortable with the situation.

Respect and Concern for Others and their Rights

We expect parents, carers and other visitors to show respect and concern for others by:

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to calmly discuss and clarify specific events in order to bring about a positive solution;
- correcting own child's behaviour appropriately, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour;
- respecting the school environment, including keeping the school tidy by not littering;
- following the parking rules and doing the right thing when delivering and collecting children from school.

In order to support a peaceful and safe school environment, the school cannot and will not tolerate:

- disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school and its grounds;
- using loud and/or offensive language or displaying temper;
- threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.);
- damaging or destroying school property;
- abusive or threatening emails, phone or social network messages;
- smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

The above behaviours on school premises will be reported to the appropriate authorities and the Head Teacher may prohibit an offending adult from entering the school grounds to safeguard our school community.

We would prefer that no pets are brought onto the school grounds. If they are, a Risk Assessment must be carried out ahead of approval by the Head Teacher.

Visiting School:

It is, and will remain, Green Park Village Primary Academy's policy to welcome parents, carers and visitors to the school. However, the school also recognises its responsibility to ensure that pupils may learn in an educational environment free of unnecessary disruption that is safe for children and staff, preserving the

privacy rights of pupils, minimising disruptions to the educational process and maintaining order and security on its premises.

All visitors have a duty to take reasonable care of themselves and others whilst on the premises.

Identification:

If a planned visit has been arranged on arrival the person will be asked to produce ID.

This applies to any outside providers, such as: theatre groups, regular contractors and students that undertake training at our school.

Contractors may not be DBS cleared and if this is the case we would try to ensure that work is carried out before or after school hours. If works have to be performed during the school day we always ensure that the person is accompanied by the Site Manager at all times and that there is no unsupervised access to children.

Supply staff should also bring ID as confirmation of the DBS information that we will have already received from the Supply Agency.

Parent helpers will be required to sign in the visitors book and will be asked to complete a DBS form as a volunteer if they intend to help out in class on a regular basis i.e. more than 3 days in a 30 day period.

Procedure for visiting school:

See also below: Visitors to School Admittance Procedure

Any adults (that are not school employed staff) that arrive in the school must sign in at the Office. A visitor's log keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge, which should be worn at all times and returned to the office before they leave. This procedure is followed on both safeguarding and fire safety precaution grounds.

To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made.

Members of the staff who are expecting visitors should ensure that the office is aware of the appointment. All visitors are admitted at the discretion of the Principal. All visitors must adhere to the instructions given by any member of staff. The Principal will decide whether the visitor needs to be accompanied for the duration of their visit.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Head Teacher. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality. Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information.

Any visitor who has concerns about any aspect of their visit should bring this to the attention of the Head Teacher.

All visitors must have regard for the health, safety and security of everyone and everything on the premises.

Supply Teachers will be made aware of the 'Information for Supply Teachers' guidance which will be handed to them on arrival.

Where possible, visits by Contractors, especially for maintenance, should be made at times when the pupils are not on the premises.

Racial Equality & Equal Opportunities Statement:

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Green Park Village Primary Academy is committed to creating a positive climate

that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. Green Park Village Primary Academy is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Accessibility of policy documents:

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current school policies are available for parents and carers to read on request. Key policies can also be consulted online via the school website. The school will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.

Visitors to School Admittance Procedure

Aim:

To safeguard all the children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure Minerva Primary Academy children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

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, Academy Council members, visitors and parents and conforms to child protection guidelines as set by the DfES (see www.teachernet.gov.uk): preventing unsuitable people from working with children and young persons in the education service.

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 peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All LGB members of the school
- All parents (particularly parent helpers)
- All pupils
- Multi-agency personnel
- Education personnel (LA Advisors, Inspectors and Trust personnel)
- Building & Maintenance Contractors
- All persons known personally to staff

External Visitors to Green Park Village Primary Academy:

Staff are required to be familiar with the school's Child Protection Policy in relation to: preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited to the school by a member of staff, with the exception of sports coaches/specialists who are subject to the guidelines detailed in the physical education and activity policies.

Protocol and Procedures

All visitors should be encouraged to report to reception and no staff member should let any visitor fully into the school building without leading them to report to Reception Office- this applies even for known visitors.

Visitors Invited to the school:

a) Before a visitor is invited to the school the Head Teacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Head Teacher before a visitor is asked to come into school.

b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to the Reception Office first - do not enter the school via any other entrance.
- At the Reception Office 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 log
- All visitors will be required to wear an identification badge of a designated colour- see Appendix 3.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

c) On departing the school, visitors should leave via the Reception Office and enter their departure time in the Visitors Record Log by signing out.

Unknown/Uninvited Visitors to the School:

- All visitors must report to reception first - do not enter the school via any other entrance
- 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.
- They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures for invited visitors then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher or other SLT member summoned.
- 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.

Under no circumstances should any visitors (including relatives and friends of staff members) be given door codes or passes to our school. Only Green Park Village Primary Academy persons may have access to door codes. Exceptions to this rule may be the REAch2 employees, provided with access codes by the Head Teacher or organisations with pre-agreed letting or critical incident arrangement.

Dissemination:

This policy is publicised to all in the school community through:

- Shared policies on the Teams referred to in INSET, briefings and Induction
- School Website

Monitoring and Evaluation:

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

Appendix 1

Visitors Code of Conduct Policy- for regular visitors who work with children or who attend for monitoring visits (sign on first visit to school)

Visitors to the school are requested to read and understand the following rules and regulations in order to guarantee your time in school runs smoothly.

- Value and respect different ethnicities, religions, cultures, languages and special educational needs or learning styles.
- Use appropriate, respectful and kind language and behaviour with children.
- You are not expected to manage classroom behaviour; a teacher will be present at all times.
- Please sign in and out of the premises.
- Please wear a visitors badge at all times.
- Report any breakages or accidents to the relevant person.
- Physical contact with students is strongly prohibited unless overseen by a teacher and is essential to the delivery of the workshop for health and safety reasons.
- Do not be alone with a child.
- If you feel any way uncomfortable about the behaviour of a child, please discuss this with the teacher and staff present.
- If you feel any way uncomfortable about the behaviour of an adult, please discuss this with the Head Teacher.
- Whilst preparing your work area ensure there are no children present.
- Any equipment or work in progress that needs to be stored on school premises during the project must be highlighted to all staff and appropriate arrangements made.
- Drive with extra caution on school premises, take particular care when reversing.
- Do not obstruct fire exits – even temporarily.
- Check with reception where you can unload and park.
- Keep your vehicle locked at all times.
- Never give a pupil a lift in your vehicle.
- Always use staff toilets and rooms.
- Avoid wandering around the school.
- Do not smoke on school premises or when with a group of children.
- Be aware of who the Designated Safeguarding Lead is.
- Read the Visitors Guidance Document.

I confirm that this Code of Conduct has been read and understood:

Name _____ Organisation _____

Signed _____ Date _____

Appendix 2

Local Governing Body (LGB) Member Visits

Local Governing Body (LGB) visits are an important part of the life of the school and the work of the governing body. It is through purposeful visits that governors, teachers and children can develop healthy relationships which are built upon knowledge and trust. Through these visits, staff and governors can also confirm their shared aims and their common purpose of working together for quality education.

Local Governing Body (LGB) member's visits should normally be by arrangement with the Head Teacher.

Local Governing Body (LGB) members will be encouraged to visit the school as often as they can with a view to:

- keeping informed about practice in the school
- offering support for the Head Teacher, teachers, support staff and children
- sharing any personal knowledge, skill or expertise that could benefit staff or children.

Information from visits is to be treated confidentially but it may form the basis for constructive discussions about the work and life of the school. Local Governing Body (LGB) members should, therefore, be encouraged to discuss what they have seen with the member of staff concerned or with the Head Teacher. This is to be done in a spirit of mutual enquiry and for the purpose of developing shared understandings.

Advice to ensure successful visits

- Plan each visit by deciding beforehand what you want to achieve and whether you wish to see a class being taught, look at the work of a whole department or review the implementation of a particular school policy.
- Agree with the Head Teacher and staff about the purpose of your visit.
- Ask for relevant background information so that you can familiarise yourself with what the school is trying to do.
- If making a classroom visit, arrange to see the member of staff at a mutually convenient time (even if it is just to say "thank you").
- On the day of the visit, start the visit with a meeting with the Head Teacher. This will ensure that you are informed about any last minute changes in the arrangements.
- If making a classroom visit, make sure you know which lesson will be in progress.
- Do not sit at the back of the room as if you are inspecting the lesson. Get involved without being obstructive. Take notes after leaving the room wherever possible.
- If you have questions about what is going on, do not disturb the teacher whilst he or she is teaching; make a note and ask later.
- Classroom observation is about observing the children, their interaction with the teaching material and with each other. It is not a role of the Local Governing Body (LGB) member to assess or report on the ability of the teaching staff or learning support assistants. **Describe what you see as opposed to making a judgement- I saw; I heard; I felt....**
- Finish your visit with a meeting with the Head Teacher if possible, just to let him or her know how you got on.
- It is always good practice to send a thank you note to the staff and pupils you visited. They will remember you and it will help to build relationships.
- Share your findings and perceptions with the other governors at the next Academy Council meeting.
- Evaluate your visit. Did you actually achieve what you set out to? How has the visit increased your knowledge? Will your visit require any further action?

Ideally the Academy Council should, on a regular basis, review which areas of school life have had Academy Council member visits and identify which areas therefore need to be visited in the near future.

Appendix 3

Visitor badge/ lanyard colours.

All visitors will be issued with a school visitors badge to be worn enabling all staff and children to know that the suitable checks have taken place.

Any visitor in school not displaying a school visitors badge will be challenged by members of staff.

A **green visitor badge** indicates that the visitor has been DBS checked and does not need to be supervised by a member of staff. This may include Multi-agency professionals, Health Visitors, CLF personnel, LA advisors, Peripatetic music teachers, Teacher Training students (on long term placements) and Inspectors.

A **blue visitor badge** indicates that the person is a Local Governing Body (LGB) member and has been DBS checked (enhanced) for our school. A long standing volunteer with a DBS check for our school would also fall into this category. This would also include REAch2 Trust colleagues.

A **red visitor badge** indicates that the visitor has not demonstrated that they have been DBS checked (or has a DBS not linked to an approved body or role) and must be supervised by a member of staff. This would include parent volunteers, work experience students, PTA members (unless DBS checked by the school), community volunteers or other adult helpers. Visiting children (under 16) are all to be provided with a red badge.

If in any doubt at all or safeguarding considerations cannot be satisfied by approved means then a visitor is given a red visitor badge. Teachers from other schools would be a red badge as it may not be evident who is a teacher or a parent helper.