

# Visitors Policy

**Includes Contractors, Agency Workers and Parents**

<b>Audience:</b>	School staff, particularly Headteachers and administrative staff
<b>Adopted:</b>	November 2024 To review November 2027
<b>Other related policies / procedures:</b>	The School's Safeguarding and Child Protection Policy PREVENT Strategy - HM Gov Keeping Children Safe in Education - DFE September 2024 Use of Mobile Phone policy Staff, Visitor and Volunteer Code of Conduct
<b>Owner:</b>	Schools / MAT
<b>Policy / procedure model:</b>	MAT and school policy: all Crofty schools use this policy

## Statement of intent

This policy is designed to outline Crofty Education Trust's procedures regarding visitors to the premises.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## Introduction

Visitors are welcome at the Trust schools and make a contribution to the life and work of our schools in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils across our Trust can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish clear protocols and procedures for the admittance of external visitors to the school which is understood by all staff, visitors and parents and conform to child protection guidelines.

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.

## Scope of this policy

This 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 after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

## Procedure for Admitting a Visitor to the School

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school.

- At the front door, all visitors must state the purpose of their visit and who has invited them.
- They should be ready to show formal identification where appropriate.
- All visitors will be introduced to a member of the office staff and be asked to sign into the Visitors Log.
- A member of the office staff will issue each visitor with a visitor's lanyard (amber or red depending on DBS clearance) containing important health and safety, fire and personal property information.

- A member of the office staff will also provide the visitor with a copy of the 'Visitors Safeguarding Guidance' and a 'Visiting Speakers Agreement' where appropriate.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- 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.
- At no point should a visitor be left on their own if they have been given a red lanyard.
- On departing the school, visitors should leave via the school office, sign out of the visitors log and return their visitors lanyard.

## Visitors whose purpose is to work with pupils in some capacity

Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one-to-one basis (e.g. Social Care or health professionals.)

- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked (red visitor lanyard) may not be left alone with pupils at any point. This includes whole class or small group teaching or one-to-one interviews of pupils or escorting pupils around the building.
- If a visitor has DBS clearance (amber visitor lanyard) they may work with pupils unaccompanied. At times, this may be teaching a class or a one-to-one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the Visiting Speakers' Agreement.

## Temporary Staff

Croft Education Trust has a list of preferred temporary supply agencies, which have been formally vetted and that have a Service Level Agreement in place. Please check with the Human Resources Co-ordinator before engaging with any external supply agencies.

## Use of External Agencies and Speakers

At our Schools we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

The member of staff and the school administrator (responsible for the SCR and safeguarding checks) is responsible for vetting the booking of all visiting speakers. Prior to making any arrangement staff members should seek permission from the Headteacher giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure that we do not unwillingly use agencies that, or are in complete opposition to, the school's and the Trusts values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum, so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' (see Appendix 1).

### **Our schools will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:**

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.

We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this.

Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

### **Safeguarding and DBS Checks**

For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks through a letter of assurance).

Schools or colleges should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in schools and colleges. **A new DBS will be sought after 3 years has passed, unless the individual has not entered a school for a period of 6 months in which case a new DBS will be completed.**

### **Contractors Arrangements**

All contractors who are required to come to Crofty Trust Schools regularly as part of their work should have a current Letter of Assurance logged on the Trust XXXdrive. Contractors will be required to show Photographic ID to Reception on arrival. This will then be recorded on the Single Central Record. Once on the Register, these contractors will be routinely supervised but not escorted on an amber lanyard.

Where individual contractors, who are not part of Crofty's checks attend site during the school day, they must be accompanied at all times (red lanyard). Contractors should be booked in and wear a visitors' badge on the appropriate coloured Lanyard.

Large Contractors Arrangements for large contracts are made as part of the contract and under the CDM Regulations. Details of these are available from the Trust Estates Manager. Local management arrangements will exist that restrict them to their own fenced site.

Deliveries Unless other arrangements are indicated, for example for catering, grounds or maintenance deliveries, then delivery vehicles should park at Reception and deliver their goods there.

## Special Situations

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit. The Head Teacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary. No student who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission from the Head Teacher.

## Exceptions to Visitor Requirements

Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours are exempt from requirements above.

## Lettings

We are proud and privileged to be able to share our building and resources with the local community. We actively encourage our children to partake in these extra curricula activities – especially if they are of a sporting or educational nature. If a community organisation wishes to arrange a letting of the school, contact should be made with the school office and an application form completed. Appropriate checks will be made before agreeing the contract. Usage will be monitored and in the event of any behaviour not in-keeping with the Safeguarding or Tackling Extremism and Radicalisation Policies, the school could contact the police and terminate the contract.

## Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitor's lanyard should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school office to sign in using the visitors log and be issued with a visitor's lanyard.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher immediately informed.
- The Head Teacher and/or members of the senior management team will consider the situation and decide if 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.

### **Staff Development**

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



## Appendix 1

Visiting Speakers Agreement at \_\_\_\_\_ School

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors will also be accompanied by a member of staff at all times.



## Crofty Education Trust Contractors Code of Conduct

Thank you for working on our school site. It is the responsibility of all adults to safeguard and promote the welfare of children and young people. Please help us to ensure the safety of our pupils by ensuring that all personnel working on the school site comply with the following code of conduct:

- a) Sign in and out each day at the school in the book provided and make available relevant identification\*
- b) Work safely and take responsibility for your own actions and behaviour. Avoid any contact which would lead any reasonable person to question your motivation and intentions.
- c) Under no circumstances be in contact with children without school supervision. Keep staff informed of where you are and what you are doing.
- d) At no time give your personal contact details to children or young people, including your mobile phone number. Contact via social network sites is strictly prohibited.
- e) Work and be seen to work in an open and transparent way.
- f) Racist, sexist, offensive or homophobic behaviour or material shall not be tolerated on site.
- g) The sharing of, either verbally or visually, radical or extreme views that do not uphold "Modern British Values" will not be tolerated on school site.
- h) Stay within the agreed work area and access routes.
- i) Mobile phones may not be used on the site without express permission from the headteacher.
- j) Obtain permission if you need to go outside the agreed work area or access routes from the Headteacher/school administrator.
- k) Do not use foul or inappropriate language or incorrect gestures. Comply with the School's policy of no smoking on and around school premises.
- l) Dress appropriately, i.e. dress in a way that:
  - Is unlikely to be viewed as offensive, revealing or sexually provocative.
  - Does not distract, cause embarrassment or give rise to misunderstanding.
  - Is absent of any political or contentious slogans.
  - Is not considered to be discriminatory and is culturally sensitive.
  - REMEMBER - Your actions, however well intended, could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.

### **\*Identification**

A suitable means of identification should be provided by all individuals who visit the school site and be agreed and produced for checking by the school in advance of any work taking place. If an individual fails to produce such ID, they shall be refused entry to the site. The means by which an individual is identified will be determined in each case to suit the location and nature of the work being undertaken. Typical methods may include ID badges with photo ID.





## Crofty Education Trust Keeping Children Safe – Safeguarding Guidance

No one wants to hear about children being abused, neglected or unsafe and that sometimes makes it difficult to respond so remember these three important messages:

1. ALL CHILDREN HAVE A RIGHT TO BE SAFE NO MATTER WHO THEY ARE OR WHAT THEIR CIRCUMSTANCES.
2. KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY.
3. WE ALL NEED TO LISTEN TO CHILDREN EVEN THOUGH WE MAY NOT ALWAYS BE COMFORTABLE WITH WHAT WE HEAR.

### **REMEMBER:**

- It doesn't matter if you are a paid worker, a contractor, a volunteer or a member of the community, you have a responsibility to act if you are worried about a child.
- Each setting will have someone who has a responsibility for child protection and safeguarding issues - they have had training to know what to do next.
- It is not your responsibility to investigate child abuse, but you should tell the appropriate person within the organisation. It will be this person's job to decide whether to pass your concerns on. If necessary, they will speak to Children's Social Care or the police. The police and social workers can then decide whether they need to investigate your concerns.

Children can be abused physically, sexually, emotionally or through neglect. The concerns that you have may make up part of a bigger picture which could help to prevent serious harm to a child. Giving families help at an early stage can prevent abuse and neglect.

### **NEVER KEEP CONCERNS ABOUT CHILDREN'S SAFETY TO YOURSELF**

#### **WHO SHOULD I TALK TO IF I HAVE CONCERNS ABOUT A CHILD?**

You should immediately speak with a member of staff at the premises and ask to be directed to the Designated Safeguarding Lead who will be able to take the appropriate action regarding your concern.