





Houghton Primary School

Working hard to achieve our best

External Visitors Policy

Date reviewed and adopted:	12 th December 2017
Reviewed and adopted by:	FPPS Committee of Governors
Signed: Chair of governors	
Signed: Headteacher	
Date of next review:	Autumn 2020



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1. Introduction

Visitors are welcome to Houghton Primary School and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is not compromised at any times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

3. Aim

To safeguard all pupils under our responsibility when at school, arranged activities under our direction out of school and after school.

The aim is to ensure Houghton Primary pupils are able to learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

4. 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 safeguarding children guidelines as set by the DFE

5. 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, etc.)
- All governors of the school
- All parents
- All pupils
- Education personnel (Local Authority Advisors, Inspectors)
- Building & Maintenance Contractors

6. External Visitors to Houghton Primary

Staff are required to be familiar with DFE statutory guidance on Keeping Children Safe in Education September 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf in relation to: *preventing unsuitable people from working with children and young persons in the education service.*

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This policy applies to all visitors invited to the school by a member of staff.

6. Protocol and Procedures

6.1 Visitors Invited to the School

6.1a) Before any visitor is invited to the school, the Headteacher should be informed using the visitor risk assessment form (appendix 2), 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 Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre visit checks required.

Visitor Risk Assessment Forms are not required for: –

a) Parents visiting staff

Please refer to appendix 1 for guidelines

6.1b) When inviting visitors to the school they should be asked to bring formal identification (as requested by the Headteacher in the Risk Assessment) 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 Main Reception first – they must not enter the school via any other entrance
- At Main Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification (Local authority staff should have their ID Badge and DBS clearance paperwork)
- All visitors will be asked to sign the Visitors Record Book which is kept in Main Reception at all times
- All visitors will be required to wear a School lanyard and identification badge and read the information about emergency evacuations procedures and protocol contained on the signing in slips. Visitors requiring supervision will be wearing RED visitors' badges.
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.
- In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the designated points (either the field or the Churchyard depending on where they are working in the building).

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- 6.1c)** On departing the school, visitors should leave via Main Reception and:
- Enter their departure time in the Visitors Record Book alongside their arrival entry
 - Return the School lanyard and identification badge to reception
 - Visitors do not need supervising to the car park as the site is secure once they leave the gated reception area.

All visitors from external agencies must comply with section 6.1 of this policy

6.2 Unknown/Uninvited Visitors to the School

- a) Any visitor to the school site who is not wearing a school lanyard and identity badge should be challenged politely to enquire who they are and their business on the school site
- b) They should then be escorted to reception to sign the visitors' book and be issued with a school lanyard and identity badge. The above procedures in 6.1 then apply.
- c) In the event that the visitor refuses to comply, the Headteacher or Deputy Headteacher should be informed promptly and the visitor will then be asked to leave the site immediately.
- d) The Headteacher / Deputy Headteacher will decide if it is necessary to inform the police.
- e) 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. The Headteacher / Deputy Headteacher will decide what further action to take that may include seeking legal advice or police contact.

6.3 Volunteer Helpers

- a) All volunteer helpers must attend a 'Volunteer Helper Briefing' at least once a year before they can help in school. The briefing is designed to ensure that volunteer helpers are informed about how they will work in school in terms of health and safety and in compliance to rigorous safeguarding practice.
- b) All volunteer helpers MUST work under the close supervision of teaching staff as they are participating in 'regulated activity' and are therefore not required to hold a DBS check.
- c) All Volunteer Helpers must sign in at Reception and wear a 'Volunteer working under supervision' badge. They should sign out at the end of their volunteering session and return their badge and lanyard.
- c) Any concerns relating to a Volunteer Helper MUST be dealt with immediately, informing the Headteacher or Deputy Head. The whistleblowing policy and practice must be applied.

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6.4 Governors

- a) All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school, (if not already held).
- b) The School must check all Governors DBS certification is current at the beginning of the academic school year. Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the Signing In Book and wear the school lanyards and photo identification issued to them when they take up post.
- c) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher or Chair of Governors

7. Staff Development

As part of their Induction, new staff will be made aware of this policy for External Visitors and asked to ensure compliance with its procedures at all times. Staff will be advised about how to deal with abuse or aggression (verbal and physical) from others.

8. Linked policies

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

- Child Protection and Safeguarding Policy

9. Dissemination

This policy is publicised to all in the school community through induction, staff training and is stored on staff share (Policies).

10. Monitoring and Evaluation

The suitability and impact of all visitors invited into school to work with the children will be assessed at the end of each visit and a decision made as to further involvement

Reviewed by the Finance, Personnel, Premises and Safety Committee of Governors 12th December 2017

Next review: 2 years or sooner should legislation change.

Appendix 1

Guidelines to Staff for External Visitors

Before any visitor is invited to the school, the Headteacher should be informed using the Visitor Risk Assessment Form (Appendix 2), 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 Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre-visit checks required.

Process to follow when arranging a visit to school:

- Staff arranging the visit to complete a Visitor Risk Assessment Form at least one week before proposed visit and pass to Headteacher.
- Headteacher will assess risk and decide requirements.
- Copy of completed Visitor Risk Assessment Form outlining requirements to be returned to member of staff and copy to Reception.
- Please note if you wish your visitor to have unsupervised access to the school site they must have an Enhanced DBS and/or Barred List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS/CRB was issued. This information will be held by the School Business Manager.
- Certain organisations have confirmed in writing that appropriate checks have been carried out on all of their employees both existing and new and this information will be kept by the School Business Manager and at Main Reception as a record of organisations whose employees are allowed unsupervised access to the school site.
- All visitors should in any case bring some form of photographic identification.
- Member of staff arranging visit to ask visitor to sign in at Main Reception and obtain a pass and the appropriate lanyard and badge.
- **Red visitor badges** will be given to visitors that have not been DBS checked and/ or risk assessed as requiring full supervision.
- **White visitor badges** will be given to visitors that have been satisfactorily DBS cleared and risked assessed and do not require supervision. Please remember it is everyone's responsibility to challenge unknown and unsupervised personnel or visitors around the school unless wearing a white badge.
- All visitors must sign out at Reception at the end of their visit and return their identification badge and lanyard

The following category of visitors do NOT require a Visitor Risk Assessment form to be completed, but the steps detailed below must be followed:

Parents Meeting with Staff

- Sign in at Main Reception and given pass with a red visitors badge
- Collected and supervised by a member of staff at all times
- Returned to Reception by member of staff at end of meeting to sign out and return badge.

Could all colleagues please advise Reception in advance of all expected visitors/contractors and inform Reception how to contact you when they arrive with as much advance notice as possible.

Can all staff please refer to the External Visitors Policy which can be located at **Staff share, Policy folder** which gives full details of the External Visitors Policy.

December 2017

Appendix 2

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Risk Assessment for Visitors to School

Please complete at least a week before the visit and give to School Business Manager.

Name of visitor	
Class or person they will be visiting	
Member of staff arranging visit	
Date and time of visit	
Will the visitor have unsupervised access to pupils? If so, please give details of how safeguarding will be ensured.	
If the visitor will NOT have unsupervised access to pupils, please give details of how they will be supervised/accompanied during the visit.	

Headteacher's Assessment

Requirements	Tick if required	Date completed
DBS check		
Photo ID		
Address ID		
Evidence of qualifications		
Badge colour (delete as applicable)	RED (visiting/working under supervision, must be accompanied) WHITE (visiting/working without supervision)	
Level of supervision required		
Headteacher's comments relating to this visit		

Blank copies of this form are located in the staffroom or can be obtained from Reception or the School Business Manager