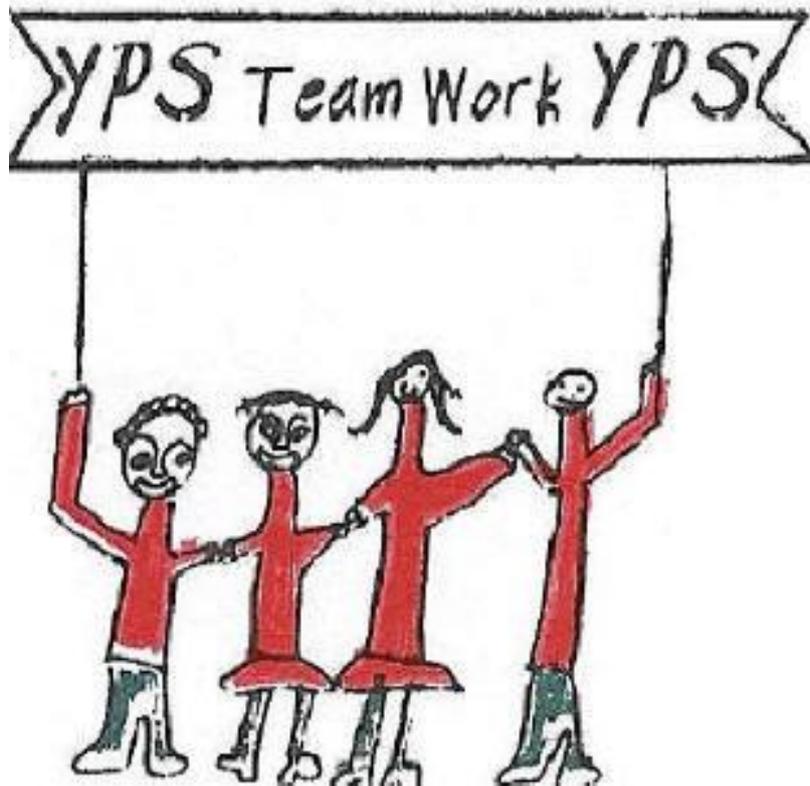# YARDLEY PRIMARY SCHOOL

School Visitors Policy and Procedures Policy Statement

This Policy must be read in line with and adhere to the most recent Yardley Primary School Risk Assessment.

Staff and visitors must:

- Increase the frequency of handwashing and/or the use of hand sanitiser.
- Adhere to social distancing in line with Government guidance.
- Adhere to the NHS campaign 'Catch it, bin it, kill it'.
- Use PPE when required and appropriate.
- Report any safeguarding concerns related to pupils, staff and parents immediately.
- Be aware and raise concerns with regards to the mental health and wellbeing of pupils, staff and parents.

September 2020

School Visitors Policy and Procedures Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Yardley Primary School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing 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 Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body 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 so to do may result in the visitor's escorted departure from the school site.

Policy Responsibility
The SLT PA and Office Manager, Mrs Bond is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and DSLs as appropriate. All breaches of this procedure must be reported to her.

Aim
To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours 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 tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors , Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises

Protocol and Procedures

Visitors to the School

All visitors to the school will be asked to bring formal identification with them at the time of their visit (unless they are a parent or a named person on the approved visitors/contractors list as set out below). 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 upon request.
- All visitors will be asked to sign in via our IPad visitor monitoring system. We are encouraging this to be contactless where possible. For smartphones users, use the camera on your smartphone and scan the contactless QR code on the screen. If you do not have the option to scan QR codes from your smartphone, simply visit 'm.signin.app' using your phone's web browser. Visitors must enter their name, organisation, who they are visiting and car registration. They must also agree to the safeguarding statement.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors (if new to the school) 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.
- All parents will be presented with a lanyard on their arrival at the school office if coming to watch a school assembly, production and /or attend a parent workshop etc. Due to Covid19 Parents will not be attending school events.
- If a parent requests information and/or access to pupils and the school has not be notified of the change to collection, the office will:
  - Check SIMs to verify parent's details, if they have parental responsibility or on the individual pupil's contact list and any other notes that may impact on safeguarding protocols.
  - The parent will be asked for the child's security password.
  - The school will contact the 'known' parent and clarify the arrangements.
    - If the parent does not have PR and/or does not know the password and/or change of access to pupils has not been verified, then the adult will not be granted access until it can be established who they are and their purpose in school. Pupils will be withheld from them until the parent has been suitably verified.

Approved Visitor List

The School will hold an approved visitor 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:

a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND

b) A current clear DBS children's barred check has been undertaken AND

c) The company has completed and submitted to the school a copy of External company safeguarding statement (appendix 1) AND

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in via the IPad visitor monitoring system. A copy of the approved visitor list will be kept behind reception at all times.

Visitors Departure from School
On departing the school, visitors MUST leave via reception and:

- Sign out of IPad visitor monitoring system.
- Return the identification badge to reception (including parent lanyards)
- A member of staff should escort the visitor to the reception.

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.

They MUST sign into IPad visitor monitoring system in the reception area and be issued with an identity badge.

The procedures under "Visitors to the School" above 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 the 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.

Governors and Volunteers
All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers DBS certification is current. Governors will be issued with their own ID Badge and fob. During the school day they must enter and exit the school via the school office only.

New governors will be made aware of this policy so they become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this policy by staff when they first report into school for an activity or class supporting role.

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.

Linked policies

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

- Safeguarding Policy
- Health and Safety Policy

This policy and procedures are to be reviewed bi-annually.

Appendix 1
External company safeguarding statement

At <INSERT COMPANY HERE>, we can confirm that we have all of the following safeguarding measures in place before delivering extra-curricular activities and out of hours activities:

• All staff have passed due diligence checks conducted by the school to eliminate any risks around extremist links.	
• A Safeguarding & Child Protection policy is in place that is accessible to staff, parents and pupils.	
• An identified safeguarding lead is in place. Name:	
• All staff have received a safeguarding briefing and understand their role in keeping children safe.	
• All staff have had appropriate DBS clearance.	
• Childcare by Disqualification requirements are met as appropriate.	
• The identified lead is aware of how to make a referral to Social Care (CASS) and or Police when concerns are raised.	
• An incident log is maintained and documentation completed in line with our policy.	
• The identified lead liaises closely, at the earliest opportunity, with the School DSL if a safeguarding issue arises.	

Name: _____

Position: _____

Signed: _____

Date: _____