



Caring, Achieving, Making a Difference Together

Templemoor Infant and Nursery School External Visitors to School Policy

Policy Adopted	20 th May 2019
Committee	Resources and Safety Committee
Last Reviewed	18 th May 2022
Next Review Date	May 2024



Templemoor Infant and Nursery School External Visitors to School Policy

1. Policy Statement

Templemoor Infant and Nursery School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also 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 being subjected to any form of harm or abuse. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed 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 procedure. Failure so to do may result in the visitor's escorted departure from the school site.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the School Business Manager, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Headteacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

3. Aims

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at Templemoor Infant and Nursery School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

4. Where and to whom this 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. Visitors are defined as all people other than current staff members, pupils and parents/carers involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All external visitors entering the school site during the school day or for after school/holiday club activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, drama coaches)
- All Governors of the school
- All parents and volunteers.
- Other education related personnel (e.g. Local Authority staff, Inspectors, health care professionals)
- Building and maintenance and all other independent contractors visiting the school premises.

5. Protocol and Procedures

- Where possible the school office staff should be informed of all prearranged visitors to the school.
- All visitors must report to the school office first and should not enter the school via any other entrance.
- At reception, 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-in via the school's inventory system.
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit. Visitors will be given a lanyard of a certain colour:
 - Blue – Visitor who has been cleared to work with children.
 - Yellow – Visitor who is not expected to work with any children. To be accompanied by a member of staff at all times.
 - Black – School Governor.
 - Local Authority employees should wear the identification badges issued by the organisation for which they work (e.g. Educational Psychologists).
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the school office and:
 - Sign out via Inventory using the barcode on their identification badge.
 - Return the identification badge to the school office.

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

6. Governors and regular volunteers

All parent and other volunteers (such as business partners) must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role. **All Governors require an enhanced DBS check.** Governors will

be treated the same as any adult volunteer and added to the approved Visitors List. They should sign in and out at reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

7. Contractors

Contractors must follow the procedures as set out in section 5. When pupils are on the premises, contractors, under discretion of the School Business Manager, may work unaccompanied, as long as they have a valid DBS and the nature of works does not affect the learning or safety of pupils or staff. Contractors without a valid DBS must be supervised at all times by the School Business Manager, Caretaker or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the School Business Manager.

8. Visiting speakers

- Before inviting a guest speaker into the school appropriate checks on the suitability of the person will take place, which may include internet searches and/or contacting other schools where the person has spoken previously.
- The guest speaker will be spoken to and made aware 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 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.
- Visiting speakers must arrive at reception in good time 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, unless they have valid DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

9. Staff development

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

10. Linked Policies

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

- Child Protection and Safeguarding Policy

- Health and Safety Policy
- Keeping Children Safe in Education (latest version)
- Volunteer Policy
- Preventing Extremism and Radicalisation Policy