



QUEEN VICTORIA PRIMARY SCHOOL

Visitor Procedure

January 2024

Review Date: January 2026

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objectives of this policy is 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/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. 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 for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

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

Organisations should provide the school with written confirmation that visitors have been recruited following safer recruitment. This includes confirmation that anyone working or volunteering with children has undergone the relevant vetting and barring checks. The school will need to check these procedures meet their standards.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to Administration staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification

- All visitors are required to sign in using the InVentry system located in main reception and in Early Years
- All visitors are required to wear an identification badge
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and protocol
- Visitors are 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.

On departing, visitors leave via reception and:

- Sign out using the InVentry system.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and a member of SLT will be requested if necessary. The Head Teacher/Deputy Head Teacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, a member of SLT will be called. The person 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 volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Head Teacher and the Chair of Governors or Training Liaison Governor.

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

Contractors

Statutory guidance says schools should ensure that any contractor, or any employee of the contractor, who is working at the school has been subject to the appropriate level of DBS check. Contractors engage in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaged in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at the school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools should always check the identify of contractors and their staff on arrival at the school.

For building or maintenance contractors' schools should establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.

Parents and Relative

KCSiE states that schools should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relative or other visitors attending a sports day. Head Teachers should use their professional judgement about the need to escort or supervise such visitors.

Statutory

Concerns related to a visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would normally be the Head Teacher or another member of the SLT team, who should then report the concerns to the designated safeguarding lead.

Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Head Teacher.

CPD

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

Linked Policies

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

- Stour Vale Safeguarding and Child Protection Policy
- QV Safeguarding our Children Visitor Leaflet
- Stour Vale Employee Code of Conduct
- Stour Vale Health and Safety Policy
- Stour Vale Whistleblowing Policy
- Stour Vale Managing Low Level Concerns Policy
- Statement of Procedures for Dealing with Allegations of Abuse against Staff.
- KCSIE 2021 Part three: Safer Recruitment and Part Four: Allegations of abuse made against teachers and other staff.
- School Emergency Plan and Fire Safety

These policies are available on request from the school office.