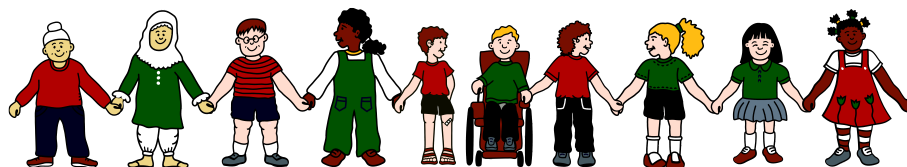


The Giles Nursery and Infants' School

# THE GILES NURSERY AND INFANTS' SCHOOL



## Visitors Policy

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## **Visitors policy**

### **1. Introduction**

Visitors are very welcome to The Giles Nursery and Infants' School. Indeed, they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated.

It is the school's responsibility, however, to ensure that the security and well-being of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines in this document.

### **2. Policy Responsibility and linked policies**

The Headteacher is the member of staff responsible for implementation, co-ordination and review of this policy. It should be read in conjunction with other related school policies, including:

- Safeguarding policies – including Keeping Children Safe in Education Part I (2021)
- Child Protection Policy
- Health and Safety policy

### **3. Aim**

The aim of this policy is to safeguard all children under this school's responsibility, both during school curriculum time and out of hours activities that are arranged by the school. The ultimate aim is to ensure that The Giles Nursery and Infants' School can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

### **4. Objective**

The objective 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 and conforms to child protection and safeguarding guidelines as set out 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 visitors entering the school site during the school day or for after school activities (including workshop leaders, peripatetic tutors and specialists, sports coaches and topic related visitors, for example, authors and journalists);

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- All Governors of the school;
- All parents (particularly parent helpers);
- All volunteers;
- All work experience students and work placement students;
- All pupils;
- Education personnel (County Advisors, Inspectors); and
- Buildings and Maintenance Contractors.

### 6. Child Protection

Staff are required to be familiar with DfE guidance on Safeguarding, including *Keeping Children Safe in Education Part 1* (DfE September 2021) and Child Protection in relation to preventing unsuitable people from working with children and young persons in the education services.

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

### 7. Protocol and Procedures

#### Visitors invited to the school

Before a visitor is invited to the school, the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

When inviting visitors to the school they should be asked to bring in formal identification 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 the School Office first – do not enter the school via any other entrance;
- At the front office, 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 electronic Inventory system or in the Visitors' Record Book which is kept by the School Office at all times.
- All visitors will be required to wear a dated identification visitor badge/sticker or a visitor lanyard.
- 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.
- Care will be taken by school staff to ensure that any access codes used to gain access to any part of the school site are inputted with care so they are not visible to visitors and that all codes remain confidential. Staff as part of their general induction will sign a log to confirm their agreement to keeping all codes confidential.

On departing the school, visitors should leave via the School Office and:

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- Sign out via the Inventory system and/or enter their departure time in the Visitors' Record Book alongside their arrival entry;
- Remove and return the identification badge/sticker or lanyard to the School Office

NB Hertfordshire County Council, Herts for Learning and similar organisations regularly deploying professional staff to the school will be required to confirm in writing to the school that all the necessary safeguarding and DBS checks have been undertaken and are up-to-date.

### **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 at the school.

They should then be escorted to the School Office to sign in via Inventory or in the Visitors' Record Book and be issued with an identity badge/sticker. The procedures above (for visitors invited in to the school) then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or, if she is not present on site, her nominated deputy/teacher-in-charge should be informed promptly. The Headteacher/teacher-in-charge 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 Parent / Adult Volunteer Helpers**

All Governors, regular unsupervised parent helpers and adult volunteers must comply with the Disclosure and Barring Service procedures, completing a DBS disclosure (if not already held) via the School Office. They must also sign a childcare disqualification form and one relating to acceptable use of online technology. They are also required to show proof of identity.

The school must check that all Governors', unsupervised parent helpers' and adult volunteers' DBS certification is in date at the beginning of the academic year. The school should also take up and verify the necessary references for entry into the school's Single Central Record.

All Governors, parent helpers and adult volunteers should follow the procedures as stated above for visitors invited to the school.

New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher. New parent helpers and adult volunteers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role.

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Parents may be permitted to assist on an ad hoc / occasional basis, for example, giving a talk to a class about their hobby / job / faith, as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent helpers and adult volunteers must be DBS checked (without children's barred list check unless they are unsupervised). Parent helpers and adult volunteers are not allowed to:

- take responsibility for all or some of the whole class
- change very young children, or supervise them changing
- supervise children engaged in PE or other specialist activities
- take children off the school site without a teacher in charge

The responsibility for the health and welfare of the child remains with the class teacher at all times.

The Headteacher has the authority not to accept the help of parent helpers, adult volunteers or visitors if she believes it will not be in the best interests of the children.

It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

### **Contractors / Engineers / Workmen**

Contractors / workmen follow the procedures as set out above for invited visitors. When pupils are on the premises, the contractors / workmen must be supervised at all times by the Caretaker or appropriate member of administration or other staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site.

### **8. Specific Guidance Check list for member of staff organising visits from external agencies**

- Speakers at assemblies / class lessons, etc., need initially to be cleared through the Headteacher
- Ensure that the visitor / external agency complements the school's planned programme or scheme of work
- Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people
- Before the visit, discuss with the visitor how the session fits in with the school's programme / scheme of work
- Discuss and agree aims of the session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session
- Inform the visitor/external agency of pupils' number, age and gender ratio, ethnicity and culture, special education needs and disability (if applicable)

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- Provide access to relevant school policies, including child Keeping Children Safe in Education -Part I, risk assessments, etc., as appropriate
- Inform relevant people of the presence and remit of the visitor, for example the School Office and make a note of the visit in the School Diary (in School Office) in advance of the visit
- Inform pupils in advance of the activity
- Provide the visitor with a named contact at the school
- Organise meet and greet arrangements and classroom / assembly layout
- Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline
- Ensure the activity meets Health and Safety and any other appropriate guidelines
- Ensure the visitor / external agency is thanked for their contribution and, where applicable, fees are paid.
- Give pupils time to reflect on what they have learned

### **9. Staff Development / Induction**

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.

### **10. Monitoring and review**

The day-to-day monitoring of this policy is the responsibility of the Head teacher. The Head teacher will also report to governors annually on the number of parent helpers and adult volunteers in the school and summarise their value to the children.