St. John the Baptist R.C. Primary School

VISITORS & PARTNERSHIPS POLICY

September 2022 – Awaiting approval from Governors

OUR MISSION STATEMENT

"Love one another"

St John the Baptist RC Primary School is a place of
learning in which each individual is encouraged to fulfil their own unique potential.
We try always to remember that everyone is special and should be treated with respect.
Our Catholic faith touches every part of our school life and we try to be a community which has Jesus at the heart of all we do.

POLICY INTRODUCTION

This policy outlines the teaching, organisation and management of our Visitors and Partnerships at St John the Baptist RCP School.

The policy has been drawn up as result of staff discussion and has full agreement of the Governing Body. The implementation of this policy is the responsibility of all the teaching staff.

Policy prepared by A.Melvin

Reviewed and updated: September 2022

Approved by Governors: **Signed _____ Date:_____**

VISITORS IN SCHOOL POLICY AND PROCEDURES INCLUDING SITE SECURITY

Please note that this policy should be read and reviewed in conjunction with the school's Safeguarding and Child Protection policies and guidelines.

St John the Baptist RCP welcomes visitors from the local community and outside agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our pupils with a broad, balanced and enriched curriculum. We see the inclusion of visitors' input into the school's curriculum as one means of ensuring that we meet this aim. This enables our pupils to question and learn from people from various walks of life and disciplines which allows our pupils to gain a wider view of the world and gain insight into the lives of other people. We recognise the valuable contribution this makes to children's learning and life experiences.

VETTING PROCEDURES

The following vetting procedures are implemented to ensure the safety and security of all pupils, staff, volunteers and visitors. These procedures have been carefully designed to ensure school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

VOLUNTEERS

The school supports parents/carers and other adults who wish to work as volunteers. There are two main ways of helping:

♣ Occasional support for school events, visits or trips. This is where parents/volunteers commit to supporting an individual event. This is classed as an infrequent contact and does not require an enhanced Disclosure and Barring Service check (DBS), and permission to undertake this role is at the discretion of the Headteacher. However, where trips involve more frequent contact, e.g. residential trips, an enhanced DBS check will be a mandatory requirement.

♣ Regular support in school. This is when parents/carers or other adults offer regular support to the school for a period of time. This commitment will be discussed with a member of the school's Senior Leadership Team and mutually agreed duties will be defined. All regular volunteers who support school will have an induction briefing to ensure they are aware of school's key policies and procedures. They will not have unsupervised contact with pupils and will be fully supported by suitably qualified members of staff. A school visitor badge will be issued and prominently worn. This is to assure all school staff that volunteers are known to be on site. The visitor will be made aware of who Designated Safeguard Lead and Deputy. All volunteers are required to sign in on the Entrysign system.

WORK EXPERIENCE AND TRAINING PLACEMENTS

The school offers work experience placements for adults in childcare and teacher training as well as young people wishing to have work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency or place of study and a formal statement, together with the student's DBS clearance information, will be provided to school prior to commencement of their placement. This information will be held on the school's SCR until the end of their placement. Where a student is at secondary school a statement of assurance as to their suitability will be obtained from their school. Whilst these measures are strictly adhered to we wish to assure all volunteers of our commitment to supporting their learning experience and stress that we value their contribution.

CONTRACTORS

Where possible, maintenance work carried out on the school site will be outside of pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the school's safeguarding requirements which consist of the following procedures:

- All contractors are required to sign in on the Entrysign system.
- They will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone call check will be made with the relevant employer before entry is permitted.
- A school visitor badge will be issued and prominently worn. This is to assure all school staff that contractors have completed the above procedures and are known to be on site. The visitor will be made aware of who Designated Safeguard Lead and Deputy.
- Where a contractor does not display their school visitor badge they can expect to be politely challenged by our staff who are vigilant in ensuring the above procedures are adhered to. Pupils are also encouraged to report to a member of school staff any visitor they encounter on site without a school visitor badge.
- In some special circumstances contractors may be required to have DBS verification in place, e.g.:
    - Where contractors, during on-going building work, will be regularly working in close proximity to play areas or internal areas where pupils are present.
    - Where the nature of the contractor's works means they will have access to sensitive nature, e.g. computer maintenance/management information service companies.

In such cases, school will not carry out the DBS checks, however, before work commences, the contractors will be required to supply their employees' DBS numbers and dates of clearance. Such contractors are not required to present their employees' DBS certificates due to the risk associated with potential loss or misuse by others. This is in line with government guidelines.

Visiting staff from the Local Authority, private companies that have Service Level Agreements with school do not have to comply with the aforementioned vetting procedures as their organisations have issued a statement of assurance to the school. These statements assure school that enhanced DBS checks have been carried out on all staff who visit school. If these staff will be working directly with pupils for two or more days a week or four times within any one month their details will be recorded on the SCR. The only fields to be populated will be the visiting staff's name, DBS number and their organisation name.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will not be required to submit DBS verification, in line with government guidelines. However, they will still be informed that they will need to provide ID evidence when visiting the school.

Specific guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.
♣ Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies.
♣ Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
♣ Discuss and agree the aims/desired learning outcomes of the session, professional boundaries,

including responsibility for classroom discipline.
♣ Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
♣ Provide each visitor with a named school contact.
♣ Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.
♣ Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, Risk Assessments.
♣ All staff must inform the relevant school staff of the intended visit and remit of the visitor, e.g. Headteacher, office staff.
♣ Organise, meet and greet arrangements and classroom/assembly layout.
♣ Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
♣ Ensure the students are given time to reflect on what they have learned.

The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, ensure the Finance Officer is aware that fees are to be paid. Invoice will need to be provided for payment to be made.

SITE SECURITY FOR ALL VISITORS TO SCHOOL

To ensure the school site remains safe and secure during pupil access hours the following rules will apply:

- All external doors to the school premises are locked. Entry to the school premises is through the main school entrance where the following will apply.
- Visitors will be asked to identify themselves and will be asked who they are visiting. Reception staff will have already been informed of visitors to school.
- ALL visitors are required to sign in using the Entrysign system and a visitors badge will be issued. This badge must be prominently worn. The visitor will be made aware of who Designated Safeguard Lead and Deputy.
- If a visitor fails to wear a visitor's badge or enters school without being signed in at the main school office then this will result in them being politely challenged by staff that are vigilant in the school's safeguarding procedures.
- All visitors will be informed that mobile phones cannot be used in any area where children are present
- ALL visitors must ensure that they sign out and return their badges to a member of the admin reception staff before leaving the school premises.