



## School Visitors Policy

Empathy, Respect, Forgiveness and Responsibility

Committee Responsible:	Full Governing Body
Approved Date:	10 May 2021
Review Date:	17 May 2022

## **Mission Statement**

At The King's CE School

we believe that everyone is unique and created in God's image.

We enable all to achieve their God-given potential;

to grow, learn and aspire;

to transform their lives and the lives of others

and to journey in faith without limits

within a unified, respectful and harmonious community.

### **'Aspire, Believe and Achieve Together'**

Aspire to be the best that we can be... Believe that anything is possible... Achieve beyond what we ever imagined...

- ◆ Learn and worship in the name of God – Father, Son and Holy Spirit – revealed in the life, death, and resurrection of Jesus Christ and value, respect and celebrate all faiths and cultures.
- ◆ Believe in themselves and become successful adult – developing their vision, faith, ambition and aspirations.
- ◆ Develop a resilience and inner strength to overcome life challenges.
- ◆ Embrace life-enriching experiences and make well-informed lifestyle choices that promote health and wellbeing.
- ◆ Develop thinking skills and transferrable skills, working in partnership to become life-long learners.

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## **Rationale**

We welcome visitors to The King's CE School and take care to ensure their safety, security, and that of our staff and pupils/students whilst they are with us.

## **Purpose**

- To meet legal requirements.
- To link the policy with that of 'School Security', 'Personal Data', 'Health and Safety' and 'Child Protection'.
- To ensure the health, safety and welfare of all visitors whilst on the site.
- To ensure that visitors feel welcomed.

## **Guidelines**

- Visitors include but are not limited to: contractors, temporary or supply staff, volunteer workers, pupils/students not on roll, parents/carers, outside professionals, trainers and Governors.
- The King's CE School requests letters of assurance from external agencies and companies individuals to confirm pre-employment and DBS checks have been carried out for their employees. These letters are requested on an annual basis.
- For external agencies and organisations who will have direct contact with pupils/students, we require the letter of assurance and valid DBS number to be received and kept on the Single Central Record. These visitors are then logged as 'Authorised' and will be issued a green lanyard.
- DBS and proof identity checks are not required for visitors who do not have unsupervised access to children. Visitors without a valid DBS will be issued a red lanyard ('Unauthorised'). Staff who are hosting visitors onto the school site must ensure their visitor/s do not have any unsupervised contact with pupils/students unless the appropriate checks have been made, and registered with the Designated Safeguarding Lead.
- Staff are required to complete the 'school visitor notification form' (Appendix 2) for any visitors presenting, delivering or working with students/pupils.
- Guidelines for visitors including general information about school hours, the availability of toilets, evacuation and safeguarding procedures are available at the main reception point.
- All visitors are required to sign in upon arrival at the school's main reception point. All visitors from external agencies/companies must show their employment ID whilst signing in. Whilst on site, visitors must wear their red or green lanyards at all times.
- On departure, or at the end of each day for prolonged visits, visitors will return their badge to the school's main reception point and sign out.
- Whilst on site, supply staff will be the responsibility of the Cover Manager (or class teacher), contractors of the caretaker and other visitors of their individual host.
- Any concerns should be, in the first instance, raised with these people or in their absence, with the school's main receptionist.

## **Where and whom this policy applies**

The school is deemed to have control and responsibility for its pupils/students 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/carers and volunteers
- All pupils/students
- Other Education related personnel Local e.g. Authority Advisors, Inspectors.
- Building contractors, maintenance and all other independent contractors visiting the school premises.

## **Appendix 1**

The following additional arrangements have been implemented during the COVID-19 pandemic and as part of the schools risk assessment. This has been regularly reviewed during the pandemic.

The following guidance should be followed to ensure the health and wellbeing of school staff and those visiting the premises. Visitors to the site include parents/carers as well as external agencies and partnerships.

- All visits to the school site should be pre-arranged, ideally with a minimum of 48 hours notice.
- Visitors should use the usual electronic signing in screen in reception but should sanitise hands before and after they have done so.
- A face mask or covering should be worn in the meeting.
- Meetings should only take place in one of the two meeting rooms available from reception. The host of the meeting will book the room prior to the meeting. It will be thoroughly cleaned in between use.
- If an external agency/partner needs to meet with a pupil this will also take place in one of these meeting rooms. If this is not possible, for example, the visitor needs to work in the classroom with the pupil, then the visitor should only work with pupils in this year group bubble during their visit.

## Appendix 2

### SCHOOL VISITOR NOTIFICATION FORM

Staff name:	
Name of Visitor:	
Arranged by:	
Organisation name:	
Organisation/Personal address:	
Date of visit(s):  If this a routine visit please note future dates/times.	
Time from and to:	
Purpose of the meeting/visit:	
How is the individual or organisation known to the school?	
Do they represent an organisation that has proper policy, practice and training in respect of child protection?	
Will what they deliver be consistent with the ethos, policy & practices of The King's?	
Has an online search been conducted to ensure that they do not hold views against the school and British values? Yes / No	
What credentials can they produce to indicate that they are bona fide? E.g. a recent Enhanced DBS Check.	

How will they be supervised?
Will they be working at close quarters with one or more children?
Is payment expected? There may be a particular need for caution in respect of an individual with no other connection to the school, which is willing to talk to children free of charge, whatever their area of expertise.
To whom will they be speaking/presenting to and what is the nature of the talk/discussion?
Car parking space required? Yes / No
Approved Yes / No  Principal's signature ..... Date .....

Once signed, please ensure that the above visitor's details are forwarded to Deb Rogers, Receptionist, and RaeNona Claramunt, HR Apprentice, to ensure they are prepared for the visitor's arrival and that all checks have been made.