

# PENNTHORPE

## VISITORS IN SCHOOL POLICY

THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE



<b>ISI Code:</b>	Visitors in School Policy
<b>Policy Author:</b>	Ant Falkus, Deputy Head
<b>Date Reviewed by Author:</b>	August 2020
<b>Next Review Date:</b>	August 2021

The School encourages parents and other speakers from the wider community to visit our school to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that visitors put in to their presentations or visits.

The safety of pupils is our priority whilst they are in our care at school. This policy sets out our procedures for visitors in school. We aim to promote equality of opportunity and a positive attitude towards staying safe to all pupils and staff regardless of disability.

The purpose of this Policy is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.

This policy should be read in conjunction with the School's Safeguarding Policy.

### POTENTIAL VISITORS:

- Educational visits for children
- Parents/Carers of pupils in school and prospective pupils.
- Parents attending matches
- Adults seeking employment in school
- Teachers/students from other educational establishments on experience visits
- Students on placement
- Contractors
- Professional Agencies
- Governors
- Inspectors

### REASONS FOR VISITS:

- Invited for a tour of the school
- Invited to visit a specific lesson
- Teaching or assisting in a specific lesson
- Attending a specific meeting
- Attending a public event

- Attending a parent meeting
- Working with specific pupils
- Working on site
- To inspect the school

A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a student currently enrolled in that building.

All school visitors must comply at all times with the School's policies, administrative rules and regulations.

## RESPONSIBILITIES:

It is the Headmistress' responsibility to:

- ensure that all relevant staff are aware of this policy
- ensure relevant staff are aware of their responsibilities and what is expected and the procedures to follow
- organise occasional 'stranger awareness' events (e.g. plant a stranger in school to check if they are challenged)

The School Secretary should ensure:

- All visitors to the school, including parents, may only enter and leave the building via the Main Entrance (other than at the start of the day when parents have dropped off children)
- All visitors must sign in and out on the 'sign in register' at the Reception Desk
- Identity cards of organisations are checked / confirmed by phone as required
- All visitors must wear a Visitors Badge at all times while on the premises.
- Advise visitors to use the 'Visitors Toilet' (by the Headmistress's Study)

Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours are exempt from requirements above.

All Pennthorpe Staff should ensure:

- Challenge any unknown person on the school premises who is not wearing a visitor's badge or wearing a red lanyard and is not accompanied by a member of staff.
- Inform the office staff of expected visitors arriving at school
- Not leave visitors with children unsupervised at any time unless they are wearing a green lanyard with their visitor's badge (this informs staff that the visitor has DBS clearance)
- Escort their particular visitor to the exit and check that they sign out

## PARENTS:

Parents are always welcome at Pennthorpe; however, in order to ensure our children are safe parents are required to sign in on arrival and will be provided with the appropriate coloured lanyard. Should parents arrive late or are dropping in equipment for their child, they are required to leave the items at the School Office and the relevant staff will then take this to the child on their behalf.

## VISITING SPEAKERS:

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance> ) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### a) **School Protocol**

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Deputy Head and the assessment sheet completed (See Appendix 2).

The School will undertake a risk assessment before agreeing to a Visiting Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The School will obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the School may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.

A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to Deputy Head, as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present.

On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving license and will be asked to sign the visitors' book. The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy.

The School will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

## DBS CHECKS:

All Volunteer Helpers and any individual employed on a short-term basis to work with pupils must, like all staff and Governors, have a valid DBS certificate if they are in regulated activity.

Visitors who are in school for a “one off” visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a DBS check, but must wear a red lanyard and be chaperoned. These visitors will be subject to an internet check before they are allowed on site.

## **VOLUNTEERS AND WORK EXPERIENCE STUDENTS:**

Pennthorpe encourages work experience students. After an initial meeting with relevant staff the student is inducted with a senior member of staff.

Any students under 16 are not required to have a DBS check.

A risk assessment will be conducted to assess the risk in relation to the person, the work, the vulnerability of the children, other information known and the situations. These could include for example, references, an informal interview and checking with the school community for any concerns.

All volunteers in regulated activity will undergo a full recruitment process.

## **VISITING SCHOOL SPORTS TEAMS & PARENTS:**

Staff, children and parents from visiting schools are the responsibility of the organising teacher. The staff and players should be met at the front of school or staff car park and escorted to the sports field or court. Spectators are welcome to watch and should enter via the side gate. (These parents are not required to sign in and wear visitor badges but will be given a match day visitor sticker to wear.) Refreshments for parents are taken in the Library or on the Terrace and the visitor toilets used. The organising teacher must escort all visiting staff, children and parents from the school premises.

## BRIEFING SHEET FOR ALL VISITORS TO PENNTHORPE

### FIRE PRACTICE PROCEDURES:

- A continuous electric bell indicates the need for all personnel to evacuate all school buildings.
- Adults should close all doors and windows as they leave rooms.
- All persons should follow the specific route designated to each school area to access the front car park. This route is displayed on the notice board in each area.
- Children and staff assemble in silence, children in lines parallel to the main building (down the length of the car park).
- Staff call a register for each class, or children give their “fire numbers”, as appropriate.

### EMERGENCY CONTINGENCY PROCEDURES:

An intermittent bell will ring to indicate an emergency other than fire. All personnel should proceed to the Sports Hall, again in silence, with adults leading and following each class. Students should check with their mentor the procedures for each class to follow.

### FIRST AID PROCEDURES:

- Unless holding a current first aid qualification, visitors are not expected to deal with injuries themselves, but are expected to report to the nearest member of staff all incidents in which a child sustains some form of physical injury.
- First aid boxes are located in several areas around the school and are marked with a white cross on a green background.
- Visitors who are “first aiders” may, if they wish, deal with an injury themselves, after first reporting it to a member of staff.
- All incidents which involve treatment – washing, dressing, etc, need to be recorded on our Accident form, available from the School Office.

### BEHAVIOUR AND DISCIPLINE:

**All members of the school community should work towards the school’s aims by:**

1. Recognising children as individuals and respecting their rights, values and beliefs.
2. Fostering and promoting good relationships and a sense of belonging to the school community.
3. Encouraging, praising and positively reinforcing good relationships, behaviour and work.
4. Helping to develop strategies to eliminate undesirable behaviour both within and outside the classroom.
5. Recording and reporting incidents of serious misconduct.
6. Being good role models - punctual, well prepared and organised and appropriately dressed.
7. Taking quick, firm action to prevent one child inhibiting another's progress.

## **SAFEGUARDING:**

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment. We have a Safeguarding Policy and procedures in place. All staff (including visitors) must ensure they are aware of these procedures.

Our aim is to ensure through our child protection system the safeguarding and protection of Pennthorpe pupils who are suffering from, or are at risk of significant harm or abuse, by peers or an adult.

Visitors should report any concerns, however small, to their supervising staff member immediately.



11.	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity? If yes, complete 12 below and inform the DSL.	Yes (refer to DSL) <span style="float: right;">No</span>
12.	Enhanced DBS certificate details:	DBS number:  Date of issue:
13.	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	
14.	Confirm the Risk Assessment form been completed and a copy provided to the DSL	
15.	Confirm a copy of this form has been provided to [NAME] for inclusion on the Single Central Register.	

Signed

Date

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Countersigned by [Bursar/Head/Deputy Head]

Signed

Date

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