



St. James' Church of England Primary School

**'Building One Faith, One
Family,
Our Future'**

School Visitor Policy

Written by J. Warwick – Summer 2020
Reviewed by Senior Leaders – Summer 2023
Approved by Governors – Summer 2023

Review date – Summer 2026 (Resources Committee)

Foundation, Vision and Intent

St James' Lower Darwen

Church of England Primary School



"Building One Faith, One Family, Our Future."

"We offer a holistic curriculum that champions our community and is aspirational."

PERSONAL DEVELOPMENT

through

ENRICHMENT

THE NATIONAL CURRICULUM

SKATS

FORGIVENESS

COMPASSION

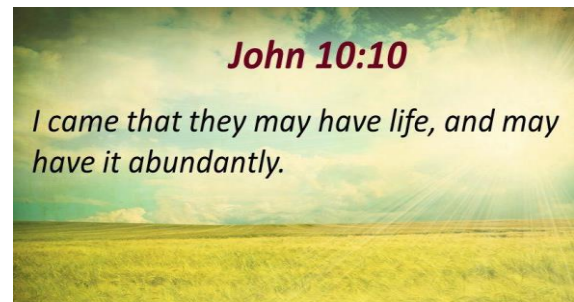
LOVE

TRUTH

JUSTICE

Jeremiah 29:11

John 10:10



We want our children to know that **God has a plan for them** that means **they live their best life possible**.

Each **policy** and procedure within school, alongside the ongoing **curriculum** delivery, our **SKATS** programme, **enrichment** and the **spiritual development** offered to our families through Worship, RE and our links with Church, work towards making this happen.

SCHOOL VISITOR POLICY

Introduction

This guidance is intended to help schools manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher, senior leadership team and the Governing Body.

Guidance and Responsibilities

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing visitors to the school. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors equally.

Types of visitor

There are a number of different types of legitimate visitors to a school. Visitors who:

- attend the school in connection with children and who have a professional role, for example, social workers, educational psychologist, SEND officers, targeted support workers or health related professionals;
- work with children in roles such as peripatetic tutors, sports coaches;
- attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers;
- are legitimate visitors ie parents, parent helpers, school governors.
- are invited guests eg. The Mayor or an MP.

Visits should be planned to ensure they run smoothly considering the need to safeguard children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The head teacher or senior leadership team should be aware of visits in advance.

Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged.
- Where relevant, a DBS check will be undertaken and added to the Single Central record (SCR).
- All visitors must report to reception first and not enter the school via any other entrance.
- Visitors are asked not to use or take out a mobile phones unless given specific permission by school leaders.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All Blackburn with Darwen staff should show their photo ID card.
- All visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's Safeguarding protocols which are displayed in this area. This will be recorded on the electronic register.
- If the visitor is part of a large group of visitors a separate register may be used.
- A visitor's badge should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.

- Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record. The Designated Safeguarding Lead (DSL) and office manager is responsible for the maintenance and security of this record.
- If visitors find they are alone with pupils/children they should report to a member of staff or reception.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.
- If a visitor to the school does not have DBS clearance they will wear a red lanyard and staff know they have to challenge these visitors if they are seen unaccompanied in school. These visitors know they must be accompanied at all times and not move freely around school. They know they must not be left unsupervised with children.

Unknown, Uninvited or Malicious Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign in using the electronic register and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Blackburn with Darwen Staff

Blackburn with Darwen staff who visit school and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations.

Staff from Other Agencies (eg, Supply Teachers)

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided. This will be stored on the Single Central Record.

Contractors

For building or maintenance contractors schools will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have a DBS. Contractors should sign in and be issued with a visitors' badge. If the contractor is working in an area of the school where students are present, they will be accompanied by the Site Supervisor, or another member of staff.

Governors

Governors should follow the same procedures as other visitors when coming in to school. If they are to have unsupervised contact with children they will require the appropriate DBS checks.

Parents and Relatives

As per the guidance in the Keeping Children Safe in Education document, visitors such as children's relatives attending, for example, a sports day will be invited onto the school grounds with the school leaders using their professional judgment about the need to escort or supervise visitors. Where possible, parents and family will be asked to sign in.

Ofsted

Our policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. However we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

Concerns Related to a Visitor

Staff and students will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the Designated Safeguarding Lead (DSL).

Any issues regarding the suitability of visitors to the school should be noted by the DSL and promptly brought to the attention of the Headteacher. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact Blackburn with Darwen Council's LADO for advice.