

THE IONA SCHOOL & NURSERY

Visitor Policy

(Revised November 2018)

Prepared using the DFE publication "Keeping children safe in Education Sept 18" and the DFE publication "Working together to safeguard children June 18"

The Iona school takes its responsibility for the safety of children and staff on school premises very seriously indeed. We aim to monitor all visitors to the school and ensure that records are kept and checks carried out. As doors to all buildings are on key code locks, access can only be gained through reception.

In order to safeguard the children in our care and to protect the interests of all those who work in the school we have a policy for the admission and management of visitors to the building. It is most important that only those people who need to have access to the building are allowed to enter and that the reason for their visit and their identity is checked before they are allowed to enter the building. It is also important to remember that we are a school working in close partnership with our parents, consequently a sensitive, tactful and caring approach to them is appropriate at all times.

Definition of Visitors

Visitors to the school will fall into a number of categories including:

- Parents and family members arriving with, collecting or visiting children within the setting
- Education professionals such as Educational Psychologists, Speech Therapist, Occupational Therapist, music tutors, learning or behaviour support teachers
- Trustees
- LA representatives
- Teachers from other schools
- Healthcare professionals carrying out screening checks with groups or working with individual children, for example Speech Therapists
- Visitors to manager, reps etc.
- Club Leaders and Tutors
- Students
- Contractors
- Government officials
- inspectors
- Local officials

Other members of public, tradespeople, company representative and others not classed as members of staff or parents /carers of children.

Procedure

For therapists etc. all visitors must fill out a visitor form before they come to the school so we can perform appropriate checks and suitability.

- All visitors are to report at first instance to the reception where they must wait until they are seen by the receptionist
- If a staff member admits a visitor to the building it is their responsibility to ensure the visitor is accompanied to reception.

- All visitors must produce photo I/D. without this access cannot be granted. If this visitor is to work with children, they must have an up to date DBS. This can be shown to the school manager and recorded on the SCR for future reference.
- If they cannot produce their photo ID then unsupervised entry will not be allowed.
- Visitors must sign in, then wait for the receptionist to check their i/d, DBS and issue a visitors badge. The receptionist will make a note in the visitor badge log book of the visitors name, number of badge issued, time badge issued and time badge returned. We will require a phone number to call the visitor in the case the badge is not returned.
- All tradespeople must be known to the school and have provided or filled out the forms to allow the school to take an enhanced DBS certificate.
- All Visitors working on site should be made aware of fire assembly points and nearest exits.
- If a visitor is going into the nursery or Kindergarten all mobile phones/recording/photographic devices must be stored in the reception lockers.
- Any visitor in school not displaying a school visitors badge will be challenged by members of staff.

The majority of people visiting school on business reasons will have a DBS and will carry evidence of this. In these cases we will need to see the DBS form itself or obtain details so we can check the update list and log the details where appropriate.

If the visitor is meeting one of the school staff, the member of staff will be informed and will meet the visitor in the school entrance or the visitor will be escorted to meet the member of staff. If the member of staff is not available the visitor will be asked to wait in the school entrance.

All visitors who will be working with children will be asked to provide proof of identity and a valid DBS before being all allowed to enter the building and make contact with children. On subsequent visits once the person's identity has been checked and referenced against the recorded DBS details the visitor may carry out their business in school, however, must still be signed in and provide appropriate ID

The information from the DBS form will be logged on the appropriate log sheet which is a part of the central record. This will need to be done only once as for subsequent visits a visual check only will be necessary.

Visiting officials

These can be an example of the following

- Ofsted inspectors
- SIS inspectors
- SWSF officials
- LEA officials (LADO etc)
- Police

These people will still have to fill out a visitor form, however, they may feel it is inappropriate to let us have their personal details.

They must fill out a visiting official form, which gives their workplace address, also, it is vital, if these visitors will be having contact with children (they may need to interview them) that we see an up to date DBS (or update details) and we double check with their place of work that they are registered officials.

Visiting speakers

On occasion the class teacher may arrange for a speaker to come and talk to their class. They will be subject to the same visitor procedure; however, the teacher will listen to an example of their speech or see

a plan of their lesson etc. This is to check suitability and to screen for any examples of extreme beliefs that go against our strong upholding of British values.

Volunteers including parents and work experience students:

Volunteers may be in the school after rigorous checks as per the volunteer policy, we do not allow work experience students under the age of 18 so they will all be DBS checked.

They must always sign in and the school manager or her agent will be informed that they are on site.

Volunteers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change children, or supervise them changing;
- supervise children engaged in PE or other specialist activities without a teacher in charge;
- 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.

Contractors

Before confirming a contractor to work on school premises, the school must be satisfied that the contractor is competent to do the job safely.

They must be a member of a recognised trade body and be insured to carry out work in schools/commercial areas.

The school manager will interview the contractors to ensure suitability, asking questions regarding health and safety and safeguarding.

As Contractors, such as builders etc. do not have unsupervised access to children, nor come into contact with children as most work is carried out during holidays, evenings and weekends.

However, if there may be an opportunity for contact with children then a DBS must be obtained and seen by the manager, whilst there is little chance of unsupervised contact with children, we feel it best to ensure our regular contractors have an up to date DBS and suitability checking. If a contractor refuses a DBS check or fails to provide us with one, we will not allow them into the school.

Rentals

All school hall and gym rentals must be done out of hours

- All people wanting to rent areas must do so following suitability checks. They must fill out a suitability form, this shows the school if the person has any convictions, it also ensures that the school is fulfilling its safeguarding obligation.
- A full rental contract must be signed
- if a group is to be working with children and /or vulnerable adults, then the person in charge of the group must provide a full DBS certificate. If this is under 2 years old then the school will ensure a DBS is carried out at the charge to the applicant.
- The group leaders, if working with children and vulnerable adults, must undergo safeguarding training and must provide the school with an in date certificate.
- The group leader must provide the Iona School with a public liability certificate

Footprints visitors

We rent out part of our school to a group called footprints; they work with children and also have to follow SG checks for their own staff. Some of their staff do not work onsite, but fundraise externally/work from home.

Their visitors enter through their own entrance, this is constantly monitored by their staff, once visitors are allowed entry through their gates, and they are signed in and receive a visitor badge. They are then accompanied to Footprints classrooms.

Footprints staff do not allow their visitors to walk through the school unattended.

All foot prints staff and volunteers are DBS checked and staff/volunteers who work within the school sign a suitability declaration at the request of Iona, they also provide us with their SCR and policies.

Issue date

This policy takes effect from October 2009.

Issue date

This policy takes effect from the below date

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor
Position: Iona School Trustee
Signed: 
Date: 25/11/18

Related policies

- Volunteer policy
- Contractor policy
- Rental policy
- Safeguarding
- Health and safety
- DBS