



## **Lees Primary School**

### **Visitors & Volunteers in School Policy**

In order to enrich the lives of the children in school, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents, volunteers and visitors in the work of the school, both during school hours and in extra-curricular activities.

#### **Visitors Invited to the School**

- Before a visitor is invited to the school, both the Headteacher and Deputy Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school
- When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
- All visitors must report to reception first - do not enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification. If they cannot do so, they may be refused entry to the school.
- Some visitors into school may be required to give evidence of a DBS check before they can be allowed into school. For example when they have not been into school before and the school has not seen evidence of their DBS check
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times
- All visitors will be required to wear an identification sticker
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact or a delegated member of staff will then be responsible for them while they are on site
- On departing the school, visitors should leave via reception
- Enter their departure time in the Visitors Record Book alongside their arrival entry

### **Unknown/Uninvited Visitors to the School**

- Any visitor to the school site who is not wearing an identity badge should be challenged
- Authorised visitors should then be escorted to reception to sign the visitors book and be issued with an identity badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteacher (or Senior Leader if neither is available) should be informed promptly
- Unauthorised visitors must be escorted immediately off the premises
- The Headteacher / Deputy Headteacher (or other member of staff) will consider the situation and decide if it is necessary to inform the police
- Panic buttons are located in the school office and the office of the Headteacher. These should be used should the member of staff dealing with the situation feel threatened. Children and staff will return to classes and the classroom doors closed until the situation has been resolved

### **Governors, Parent Helpers and Volunteers**

- All governors, parent helpers and volunteers who help at school on a regular basis must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form. Please note that Governors should sign in and out using the Signing In Book.

## **SPECIFIC GROUPS**

### **Work Experience & Training Placements**

Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance will be provided to school prior to commencement of their placement. Where secondary school students seek work experience, 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**

Wherever possible maintenance work carried out on site is outside pupil access hours. 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. They will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted. Staff will be made aware that contractors are working on-site during school hours.

Where the nature of the contractor's works means they will have access to sensitive data e.g. computer maintenance/ management information service companies DBS checks may be required in line with central government guidelines.

Visiting staff from the Local Authority, Primary Care Trust and 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. These statements assure school that their host organisations have completed level 3 enhanced DBS checks on all staff who visit school.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will not be required to submit DBS verification. Again this is in line with central government guidelines.

### **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 is in line with school policies. (This is particularly important in Health areas e.g. Sex & Relationships Education).
- 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 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 named school contact.
- Ensure the activity meets Health and Safety guidelines.
- Staff must ensure such visitors are aware of school's core policies such as Safeguarding / Child Protection and provide access to any further relevant documentation e.g. SRE policy, Drugs/ Substance misuse policy, risk assessments.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure the relevant staff member/s (i.e. class teacher) is present during the session as they are responsible for class discipline, monitoring and evaluation.
- The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and where applicable fees paid.

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