



**MANAGEMENT OF VISITORS &
CONTRACTORS POLICY**

FOR SCHOOLS WITHIN

THE KEYS FEDERATION ACADEMY TRUST

**St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram**



September 2017

Management of Visitors & Contractors Policy

We have a statutory duty under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Equality Act 2010 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to schools and children come to no harm.

In order to safeguard the children in our care and to protect the interest of all those who work in our schools we have a policy for the management of visitors to the building.

We require all visitors such as parents/carers, education officials, LA officials, contractors and others, to report to the main school office upon entering the school premises. They will be welcomed in a cordial, confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation.

Visitors to the schools 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 Psychologist, music tutors
- LA representatives
- Healthcare professionals carrying out screening checks with groups or working with individual children, for example Speech Therapist
- Sports Coaches
- Club Leaders and Tutors
- Government Officials
- Local Councillors
- Contractors

Some discretion will need to be applied, for example:

- Is this a one off visit?
- Is the person going to come into unsupervised contact with children?
- Can the person be escorted around the building to carry out their visit?

All visitors to the schools will be asked to wait in the entrance foyer until the reason for their visit to the school has been confirmed.

All visitors employed by Wigan LA will be wearing Wigan Council Identification and will have been DBS checked. Any visitor claiming to be from Wigan Council will be asked to produce their official ID card before entry is allowed. In this case the visitor may have access to the building and, if needing to work with specific children, access to them. If they cannot produce their official Wigan Council ID card then unsupervised entry will not be allowed.

All visitors entering the schools will sign in using the Electronic Inventory System stating who they are visiting. All visitors will be issued with a school visitor badge to be worn enabling all staff and children to know that the suitable checks have taken place. Office staff will ensure visitors are familiar with Safeguarding policies and the procedure for evacuating the buildings in the event of an emergency. Any visitor in schools not displaying a school visitor badge will be challenged by members of staff. On exiting visitors will be required to sign out via the electronic Inventory System.

The majority of people visiting schools on business reasons will have an enhanced DBS check and will carry evidence of this. In these cases we will need to see the DBS itself so that we can check the reference number on their initial visit to the school and log the details where appropriate on our Single Central Record.

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 enhanced DBS before being 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. Visitors without a DBS must be accompanied throughout the school.

The information from the DBS form will be logged on the Single Central Record. This will need to be done only once as for subsequent visits a visual check only will be needed.

Volunteers including parents and work experience students

All volunteers and work experience students will be issued with a Volunteer Information Sheet (appendix 1).

Volunteers support the schools in a number of ways, including;

- Supporting individual pupils and small groups
- Hearing pupils read
- Helping with classroom organisation
- Helping with the supervision of children on school trips
- Helping with art or subjects involving other practical activities
- Transporting pupils to and from events etc.

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
- 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.

For the children's safety, all volunteer helpers who work on a regular basis are required to have an enhanced DBS check before they work in the schools and details of checks are recorded on the Single Central Record. Some volunteers/parents who are volunteering for one-off trips who only help at specific events e.g. sports day, fetes etc may not need to be checked but they will not be left unsupervised in charge of children at any time. However, a barred list check will need to be made on such individuals.

It is the policy of this Academy Trust that parent helpers, whenever possible, do not support in their own child's or a family member's classroom. Support in classes is determined by the need for individual and additional support. The Principal has the authority not to accept the help of volunteers if they believe it will not be in the best interest of the school.

Directors/Local Advisory Committee Representatives

It is not a statutory requirement for Directors/Local Advisory Committee Representatives to be DBS checked; however it is the Trust's policy and good practice for all Directors/Representatives to have an Enhanced Disclosure.

Contractors

When working on the school premises contractors must abide by H&S regulations and cooperate with our health and safety policies and procedures.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner and a Contractor Induction pack details the Trust's expectations.

No DBS check is required for emergency repairs, however workers will be supervised at all times to ensure safeguarding requirements are upheld.

In the event of contractors being on site for a longer period of time they must have an enhanced DBS check.

Any visitors to the schools without a valid enhanced DBS certificate will not be allowed to have unsupervised access to children or to the building itself.

Visitors MUST wear their visitor badge at all times.

This policy has been reviewed with due regard to the Equality Act 2010 during the Autumn Term 2017.

Signed

S. Bruton

CEO



ST. JOHN'S C. OF E. PRIMARY SCHOOL, HINDLEY GREEN
Information Sheet for Volunteer helpers and Work Experience Students –
2017/18

Thank you for offering to help around school. Below is information which you may find helpful, but if anything is unclear, please ask a member of staff.

TIMETABLES

The Class Teacher will be responsible for allocating jobs to helpers. Sometimes you may be required to listen in a class situation to gather the information needed for the tasks you will be asked to do. If you are unsure of anything please ask.

SAFETY ISSUES

On arrival please report to the main entrance. You will be asked to sign in via the electronic register and when leaving, please sign out.
If the fire alarm bell sounds, please make your way to the school playground and stay close to the class you are working with.
The school has designated first aiders on duty each day. First Aid boxes are located outside the hall doors, near the caretaker's room.

REFRESHMENTS

Tea and coffee is available from the Staffroom Room at break time. For safety reasons, hot drinks are not allowed in the classrooms or the resource areas, unless they are in one of the 'special' mugs.

BEHAVIOUR

Never ignore bad behaviour, please be positive praising good behaviour and if necessary report any other incidents to the class teacher.

CONFIDENTIALITY

Volunteer helpers play an extremely important part in the life of our school and, like paid staff, may occasionally be party to confidential information which must not be disclosed outside school. If a child discloses anything which worries or concerns you, please do not question the child, listen, be supportive and then report immediately to a teacher, Principal or Director of Academy Excellence. The School's Designated Person for Child Protection (DPCP) is Mr. J. Heatley, Miss L. Pike is the Deputy DPCP.

KEEPING YOURSELF AND OUR CHILDREN SAFE

We are committed to safeguarding and promoting the welfare of all our children. We realise it is very difficult not to have favourites, or indeed a child you find difficult to work with. We understand that at times children need extra attention, but please avoid sitting cuddling a child. If you find a particular child hard to work with, please explain to the Class Teacher and they will make alternative arrangements.

SAFEGUARDING

Mobile telephones must not be used on school premises and any aspect relating to the staff, pupils, school or it's business must not be posted on social networking sites (Facebook, MSN, Twitter) in line with the school's E-Safety policy and confidentiality clause.

If you can think of anything else to include on this sheet which might be useful, please let Mr. Heatley know. Thank you.



ST. PETER'S C. of E. PRIMARY SCHOOL, HINDLEY
Information Sheet for Volunteer helpers and Work Experience Students –
2017/18

Thank you for offering to help around school. Below is information which you may find helpful, but if anything is unclear, please ask a member of staff.

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The Class Teacher will be responsible for allocating jobs to helpers. Sometimes you may be required to listen in a class situation to gather the information needed for the tasks you will be asked to do. If you are unsure of anything please ask.

SAFETY ISSUES

On arrival please report to the main entrance. You will be asked to sign in and then sign out when leaving.
If the fire alarm bell sounds, please make your way to the school playground and stay close to the class you are working with.
The school has designated first aiders on duty each day – see Medical Room Rota.
First Aid boxes are located in the Medical Room and near the main entrances to both Departments.

REFRESHMENTS

Tea and coffee is available from the Parents/Community Room at break time. For safety reasons, hot drinks are not allowed in the classrooms or the resource areas, unless they are in one of the 'special' mugs.

BEHAVIOUR

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HINDLEY GREEN COMMUNITY PRIMARY SCHOOL
Information Sheet for Volunteer helpers and Work Experience Students –
2017/18

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TIMETABLES

The Class Teacher will be responsible for allocating jobs to helpers. Sometimes you may be required to listen in a class situation to gather the information needed for the tasks you will be asked to do. If you are unsure of anything please ask.

SAFETY ISSUES

On arrival please report to the main entrance. You will be asked to sign in and sign out when leaving.

If the fire alarm bell sounds, please make your way to the school playground and stay close to the class you are working with.

The school has designated first aiders on duty each day.. First Aid boxes are located in the disabled toilets, hygiene room, staffroom and in each classroom.

REFRESHMENTS

Tea and coffee is available from the Staffroom at break time. For safety reasons, hot drinks are not allowed in the classrooms or the resource areas, unless they are in one of the 'special' mugs.

BEHAVIOUR

Never ignore bad behaviour, please be positive praising good behaviour and if necessary report any other incidents to the class teacher.

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If you can think of anything else to include on this sheet which might be useful, please let Mrs. Affleck know. Thank you.



ST. JOHN'S C. of E. PRIMARY SCHOOL, ABRAM
Information Sheet for Volunteer helpers and Work Experience Students –
2017/18

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TIMETABLES

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SAFETY ISSUES

On arrival please report to the main entrance. You will be asked to sign in and then sign out when leaving.
If the fire alarm bell sounds, please make your way to the school playground and stay close to the class you are working with.
The school has designated first aiders on duty each day. First Aid boxes are located near the main entrances to both Departments.

REFRESHMENTS

Tea and coffee is available from the Staff Room at break time. For safety reasons, hot drinks are not allowed in the classrooms or the resource areas, unless they are in one of the 'special' mugs.

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If you can think of anything else to include on this sheet which might be useful, please let Mrs. Butcher know. Thank you.

Induction Information for Volunteers – 2017/18

Have you received/had access to....?

A tour of the school

An opportunity to meet staff

An explanation of routines and procedures

Information about our fire/emergency evacuation procedures

Details of our first aid arrangements and accidents procedure

An explanation of your duties

Information about our Safeguarding and Child Protection Policy and Safeguarding Procedures

If there is anything else you feel would be useful to include in this induction process, please let us know.