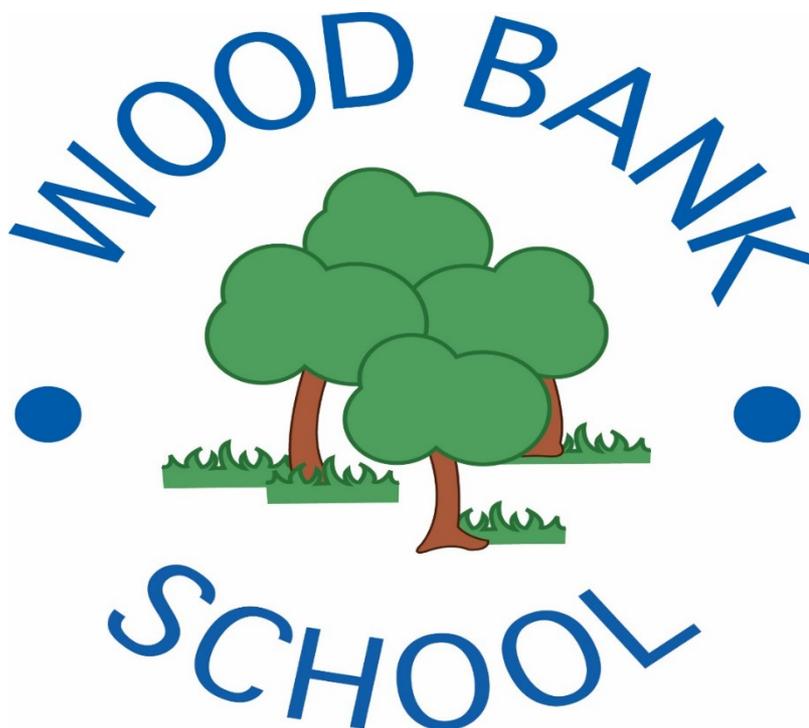


WOOD BANK SCHOOL



VISITORS POLICY

Policy Ratification	April 2018
Review Date	April 2021
Signed (Headteacher)	
Signed (Chair of Governors)	

Equality Statement

At Wood Bank School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities. National legislation re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

Related Legislation/Documentation/Policies

Keeping Children Safe in Education

Philosophy

Wood Bank School welcomes visitors to the school. The school expects all of its visitors to comply with the school policies and procedures that the school has adopted. We would like to draw your attention particularly to these policies:

- Confidentiality
- Health and Safety
- Safeguarding
- Moving and Handling
- Behaviour

Procedures/Practice

Aims

To safeguard all our children during school hours, whilst in school and on off-site visits including out of hours activities.

To have a clear protocol and procedure for the admittance of external visitors to the school which is understood by all the staff, governors, visitors and parents.

- Any expected visitors arriving in school should have been entered into the electronic diary so administration staff can verify that they are expected.
- All visitors must report to the Office (once they have been allowed to enter through the external doors).
- All visitors to sign in using the electronic system and to show their ID badges (if they have them) to confirm who they are.
- All visitors must wear the badge issued by the electronic system whilst in school or the LEA/NHS official badge.

- Contractors must sign the contractors book on arrival and be escorted by the Premises Manager or member of staff to where they need to go. If another member of staff is expecting them then they will be annoyed to come to Reception to receive the visitor. They are also expected to adhere to Health and Safety regulations and ensure that safe working practices are adhered to. Where possible contractors visits will be made outside of the school day when the children are not in the building.
- No visitors are to be left **unaccompanied with children** at any time.
- If any visitor is to be regularly working with pupils in school they will be asked to complete a DBS check prior to them beginning.
- On departing school, visitors should leave via Reception and sign out using the electronic system.
- No photography is allowed without permission from the Head/Deputy.
- Mobile phones must be switched off and only used during breaks outside of the building. Texting may happen in the staffroom.
- All visitors must give the utmost regard to Confidentiality.
- Infrequent visitors such as Artists, music groups, newspaper reporters etc. will be fully supervised at all times and will not be required to present DBS checks (if they do not have them) but will be required to produce photographic ID evidence.

Volunteers

Any person who wishes to volunteer on a regular basis will require a DBS check. This is discussed with the SLT member responsible for volunteers who agrees duties, days and times. All volunteers have an induction meeting and tour of the school and have to sign to say they have received a copy of the student/volunteer policy. The DBS check has to be completed and paper verification received before they can join us.

Work Experience and Training Placements

We offer placements for adults following specific courses such as Health and Social Care as well as Teacher Training placements. Students must present their DBS check to us prior to commencement of their place.

Pupils from school settings on work experience either come through contact with their school or Calderdale and Kirklees Career Service. They will then follow the Student/Volunteer policy.

Unknown/uninvited visitors

- Any visitor to the school site who is not wearing an identification badge must be challenged politely to ask who they are and why they are on the school site.
- They should be escorted to Reception to sign in using the electronic system and a check should be made to verify who they are. Then follow as for invited guests.
- If a visitor refuses to sign in then they must be instructed to leave the site immediately and the Head/SLT informed.

- If the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and if they do not then the police will be called.

Contractors

For the majority of cases contractors visit the school to carry out repairs outside of the children's hours. However, in the event of work having to be carried out during the school day the protocol will be:

- Contractors must be asked to sign in using the electronic system and fill out the contractor's book (if applicable).
- They will be requested to produce identification either a photo ID or we will phone to check they were due to be with us.
- They must wear their school visitor badge at all times.
- In some cases pre-checks for DBS may have been carried out if working on site for long periods.
- Staff to challenge contractors if their badge is not visible.

Responsibilities for Leading, Monitoring & Evaluating

- The Head teacher will monitor all aspects in relation to visitors as Designated Safeguarding Lead
- As part of induction new staff will be made conversant with the policy
- The Premises Manager will monitor that the contractor's book has been completed at each visit.
- The school administrators will ensure that all visitors sign in and wear their ID badges
- All staff are responsible for questioning visitors if they are not wearing visible ID and where appropriate, children should be encouraged to do the same.