



Visitors Policy

History of document: To be reviewed annually and re-approved by the Trust Board every three years, or sooner if deemed necessary.

Version	Author	Date written	Approved	Note of Revisions
V1	L.Claringbold	01 Feb. 2023	16 May 2023	

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1. Introduction

Visitors to our school can have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities we offer to our pupils. Yorkshire Causeway Schools Trust is committed to the safeguarding of pupils and staff and as such we expect visitors to share this commitment and follow policies and procedures in relation to this.

This policy is designed to outline the procedures regarding visitors to school premises, enabling our school to:

- Safeguard and protect the welfare of pupils and staff
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

2. Legislation

This policy has due regard to all relevant statutory guidance and legislation, including, but not limited to:

- Health and Safety at Work Act 1974
- DfE 'Keeping Children Safe in Education' 2022
- Childcare Act 2006
- Education Act 1996
- DfE (2021) Prevent Duty Guidance

This policy operates in conjunction with the following school policies:

- Child Protection Policy
- Health and Safety Policy
- Control of Contractors Arrangements
- First Aid Policy
- Prevent Statement

3. Safeguarding

Yorkshire Causeway Schools Trust is committed to safeguarding and promoting the welfare of our children and require all our staff and visitors to share this commitment.

All visitors must be provided with the Visitors information leaflet (Appendix one) and advised who to report any concerns to. The Visitors to school flowchart (Appendix two) gives guidance on what DBS checks, and supervision are required.

4. Definitions

It is important to recognise there is a difference between visitors and volunteers, and the approach to how they are welcomed into school. For example, volunteers will need to be inducted and have the appropriate checks in place ahead of appointment. This policy applies to visitors to the school only. Anyone wishing to become a volunteer should approach the school and complete the relevant application.

Parents carers and family members visiting schools must report to reception and will be issued with a visitor lanyard. They are required to be supervised at all times whilst on site.

Visitors	
Our visitors include: <ul style="list-style-type: none"> • supply teachers • building and maintenance companies • NHS staff • agencies running specific events • local authority representatives 	The types of activities that visitors engage in, include: <ul style="list-style-type: none"> • working with whole classes, small groups or individual pupils e.g., speech and language therapists, theatre companies, music teachers, sports coaches • leading after school-clubs
Volunteers	
Our volunteers include: <ul style="list-style-type: none"> • members of the Governing Body • parents of pupils • ex-pupils • students on work experience • university students • friends and supporters of the school 	The types of activities that volunteers engage in, include: <ul style="list-style-type: none"> • listening to pupils read • working with small groups of pupils to assist them in their learning • working alongside individual pupils as an additional tutor • assisting with extra-curricular activities

5. Visitors

Before a visitor is invited to the school, the Headteacher must be informed, permission must be granted and the following adhered to:

- formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal photographic identification
- all visitors must enter the school building through the main gate and report to the office.
- all visitors must state the purpose of their visit and who has invited them or who they wish to see - they should be ready to produce formal photographic identification
- all visitors are required to sign in at the office
- all visitors are required to wear a visitor lanyard and pass
- visitors are required to always remain under the supervision of a designated member of staff whilst on site, unless appropriate DBS clearance has been obtained ahead of the visit

On departing, visitors leave via the office and:

- record their departure time
- return the visitor lanyard to office staff

6. Lanyards.

All visitors must be given a lanyard to wear whilst on site. Professional visitors must also wear their own ID or lanyard when on site. There should be no visitors on site without a school lanyard. This will enable staff to identify unauthorised people on site. Anyone not wearing a school lanyard must be challenged and escorted to the main reception.

Supervision of visitors

Visitors without confirmation of appropriate clearance, including parents, carers and family members must be supervised at all times by a designated member of staff. They should be collected from the main entrance, escorted to adult only facilities and returned to the main entrance at the end of the visit.

7. Contractors

Before allowing contractors on to site the Control of Contractors Arrangements guidance document should be consulted and requirements adhered to. These include:

- **Ensuring the relevant clearances are in place**
It should be noted that whilst DBS clearance may have been sought to allow contractors to work unsupervised, it is unlikely that it will include barred list checks as the work carried out will not be considered as regulated activity¹ so caution should still be exercised regarding access.
Further information about clearances required can be found in the DBS Summary Table – Visitors (Appendix three).
- **Completing the Authorisation to Work Scheme (ATWS) form**
It is important that this should include specific permissions regarding when and where the contractor is permitted to work, and any restricted areas of access, such as pupil toilets.

8. Code of conduct

We hope visitors have an enjoyable visit to our school. All adults and young people are expected to work and behave in such a way to promote our aims and to establish the safest possible learning and

¹ Barred list checks can only be carried out on those who are engaging in regulated activity. The definition of 'regulated activity' includes where individuals:

- Are responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children; or
- Carry out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children; or
- Engage in intimate or personal care or overnight activity, even if this happens only once

working environments. As such, visitors are also asked to behave in a professional and appropriate manner and remember the following:

- Treat everyone with respect
- You must not have any physical contact with any pupil
- You must never exchange personal contact details with a pupil or arrange to meet them outside the school environment
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes
- Always tell a member of staff if a pupil touches you or speaks to you inappropriately
- During your visit you might observe a pupil struggling to manage their behaviour. Please don't intervene, notify a member of staff as they have been trained to manage these situations keeping the child, themselves, and others safe.

9. Health and safety

Visitors to school need to exercise due care and attention and communicate any obvious hazards or concerns to their designated supervisors or senior member of staff. Further information can be found in the Visitors information leaflet (Appendix one).

10. Confidentiality

Information about pupils, parents and staff is confidential. Visitors are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If visitors have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents. This doesn't prevent visitors from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures). If concerns relate to safeguarding, the designated safeguarding lead should be informed immediately.

If concerns are related to whistleblowing, visitors must follow the guidance in our whistle-blowing policy.

11. Complaints

Any complaints made about a visitor will be referred to the Headteacher or delegated to a senior member of staff for investigation as per the school's Complaints Policy. Any complaints made by a visitor will be dealt with in the same way.

12. Associated documents

- Child Protection Policy
- Health and Safety Policy
- Control of Contractors Arrangements
- First Aid Policy
- Prevent Statement

APPENDIX ONE: DBS Summary Table – Visitors

Types of DBS check

There are 2 types of DBS check available for those working in schools:

- **Enhanced:** a check of the police national computer records of spent and unspent convictions, cautions, reprimands and warnings, plus additional information such as interviews and allegations (where a chief police officer reasonably believes it's relevant and should be disclosed)
- **Enhanced with children's and/or adults' barred list information:** the same information as the enhanced check, plus checks of whether someone is included on the national DBS 'barred lists' of individuals unsuitable for working with children or adults

This is outlined in paragraph 236 of Keeping Children Safe in Education (KCSIE) 2022).

You can only carry out DBS checks for people over the age of 16.

Job Role	Enhanced DBS Check	Barred List Check ²	Notes	Sources
Visitors	<p>Yes, if visitors are there in a professional capacity (e.g., educational psychologists, social workers, those connected with the building, grounds maintenance etc)</p> <p>No, if visitors aren't there in a professional capacity (e.g. children's relatives or others attending a sports day)</p>	If visitors are there in a professional capacity and will be involved in regulated activity*	<p>You shouldn't request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors not in school in a professional capacity, such as children's relatives or other visitors attending a sports day. But you should use your professional judgment about the need to escort or supervise such visitors.</p> <p>For visitors who are in school in a professional capacity, you'll need to check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their employee has had the appropriate checks). You shouldn't ask to see the DBS certificate.</p>	KCSIE, paragraphs 298 to 303

² ² Barred list checks can only be carried out on those who are engaging in regulated activity. The definition of 'regulated activity' includes where individuals:

- Are responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children; or
- Carry out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children; or
- Engage in intimate or personal care or overnight activity, even if this happens only once

Contractors	<p>Yes, if they have the opportunity for regular contact with children during their work or are involved in regulated activity*.</p> <p>Where the contractor does not have opportunity for regular contact with children, schools and colleges should decide whether a basic DBS disclosure would be appropriate.</p>	If involved in regulated activity*	<p>Where a contractor (or employee of a contractor) is engaging in regulated activity*, an enhanced DBS check with barred list information will be required.</p> <p>Where a contractor (or employee of a contractor) has the opportunity for regular contact with children during their work, but isn't in regulated activity*, they'll need an enhanced DBS check without barred list information.</p> <p>If the contractor is self-employed, you'll need to apply for their DBS check. If they're employed by someone else, you should get written confirmation of checks from the employer.</p> <p>You should always check the identity of the contractors on arrival.</p>	KCSIE, paragraphs 289 to 294
Agency/supply staff	Yes (to be completed by the agency/third party organisation)	If involved in regulated activity* (to be completed by the agency/third party organisation)	<p>You must get written notification from the agency/organisation that employs the staff member to say that the necessary checks have been carried out.</p> <p>Make sure this confirmation confirms that the enhanced DBS certificate has been obtained by the agency/organisation, or another such business. Where the enhanced DBS certificate has disclosed any matter or information, you must get a copy of this certificate from the agency/organisation.</p> <p>The agency/organisation must also carry out a barred list check prior to appointment, where necessary.</p> <p>You should check that the person presenting themselves for work is the same person on whom the checks have been made.</p>	KCSIE, paragraphs 285 to 288

Keeping everyone safe

As a visitor to our school, whether as a contractor, volunteer, supply teacher or someone who has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

If there is any reason to suspect that a pupil has suffered bullying or discrimination or is likely to suffer significant harm, then you must immediately inform the Designated Safeguarding Lead (DSL). Our staff will then follow procedures according to our Child Protection Policy.

Safeguarding Team

Designated Safeguarding Lead (DSL)

[PHOTO]

[NAME]

[POSTION]

Deputy Designated Safeguarding Lead(s) (DDSL)

[PHOTO]

[NAME]

[POSTION]

[PHOTO]

[NAME]

[POSTION]

[PHOTO]

[NAME]

[POSTION]

Address: [SCHOOL ADDRESS]

Telephone: [PHONE NUMBER]

Headteacher: [NAME]

Email: [EMAIL]

Websites: [WEBSITE]

[NAME OF SCHOOL/LOGO]

A guide to safeguarding for all visitors and volunteers

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our children and require all our staff and visitors to share this commitment.

Visitor procedure:

All visitors must sign in at the main reception.

- Visitors will be issued with an appropriate visitor pass which must remain visible whilst on site.
- Visitors are required to remain under the supervision of a designated member of staff at all times whilst on site unless we have had appropriate DBS clearance for you.
- All visitors must sign out at the main reception before leaving the site and must return their visitor pass.

Visitors wishing to see a member of staff are encouraged to contact the school ahead of visiting to make an appointment.

Visitor code of conduct:

We hope you have an enjoyable visit to our school. As a visitor, please remember the following:

- Treat everyone with respect
- You must not have any physical contact with any pupil (unless this is agreed by Headteacher)
- You must never exchange personal contact details with a pupil or arrange to meet them outside the school environment
- Do not make suggestive remarks, gestures or tell sexist, racist homophobic, or offensive jokes or language
- Always tell a member of staff if a pupil touches you or speaks to you inappropriately
- During your visit you might observe a pupil struggling to manage their behaviour. Please don't intervene, notify a member of staff as they have been trained to manage these situations keeping the child, themselves, and others safe.

If you are worried about a child during your visit:

If you become concerned about:

- something a child says
- marks on a child
- changes in the child's behaviour or demeanour

Please report these concerns to a member of school staff who will follow child protection procedures and inform the DSL. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

If you are concerned about the conduct of a member of staff during your visit you must immediately inform the headteacher, or, in their absence, the deputy. For concerns regarding the Headteacher please refer to our Whistleblowing Policy.

If a child tells you that they are or someone else is being harmed:

Whilst this can be an alarming situation it is important you know what to do such that you can stay calm and controlled.

- Listen carefully
- Remember not to show shock or disbelief
- Do not promise confidentiality. Be reassuring but tell them you will need to tell someone else
- Do not interrogate or ask leading questions
- Record carefully what the child says, using their own words

It is your responsibility to report any concerns to the Designated Safeguarding Lead as soon as possible.

Other information:



Fire and emergency evacuation: If the fire alarm sounds, please leave the building using the nearest exit and assemble [ADD LOCATION]. Please make yourself aware of the nearest fire exit to where you are based.



Accidents and illness: All accidents, regardless of severity, need to be reported to a first aider. Please ask at reception if you need assistance.



Access to the internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT Agreement, please ask the school office for details.



Toilets: Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities.



Parking and disabled access: Parking is very limited. [ADD DETAILS]



Mobile phones: To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building.



Photographs: Under no circumstances should you take photographs of our children whilst at our school, unless explicit consent has been sought prior to your visit.

