



<b>Policy owner:</b>	HR Administrator
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## **St Aubyn's School Visitor Policy and Procedures**

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## Policy

### Introduction

From time to time, St Aubyn's School will be visited by numerous people or organisations who fall within various visitor categories. For example: educational visitors, regular contractors, Governors, Inspectors and others.

The purpose of this Policy is to set out the School's obligations when inviting visitors to the School and to set out the standards of behaviour expected from them.

This policy should be read in conjunction with the School's Safeguarding Policy.

The procedure the School has put in place ensures that all obligations are met when arranging for a visitor to be on School premises. However, from time to time, we may need to take a risk-based approach, but only when approved by the Head or Deputy Head.

When taking a risk-based approach you must ensure that you take the appropriate steps and action to ensure the School did everything to confirm and verify the visitor. The steps and action that were taken must be formally documented.

If you require further information on the School's risk-based approach, please contact the Head or Deputy Head.

### Overview

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visitors are suitable and are appropriately supervised. This Policy and these procedures have, therefore, taken the Government's Prevent Duty guidance and the School's wider safeguarding obligations into consideration.

St Aubyn's often invites people from the wider community to visit and enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from people from all walks of life. Both the School and pupils greatly appreciate the time and effort that visitors put into their presentations.

The School's responsibility to pupils is to enable them to access the information they receive and to ensure that such information is sympathetic to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

## **Procedures**

Staff must firstly discuss all requests for visitors with their line manager.

Once a visitor has been initially approved, the member of staff organising the visit and their line manager will use the criteria in the following section to determine which category from those listed below the person or organisation falls in to, either:

- 1 - Visitor (no ID or pass necessary)
- 2 - Visitor (pass but no ID necessary)
- 3 – Visitor (pass and ID check necessary) or
- 4 - Educational Visitor (full checks required).

They must then follow the correct procedure (1-4) as detailed in the next section.

It is the responsibility of the person organising the visit to ensure that all relevant members of staff are aware that a visitor is on the School site.

Once a request for a visitor has been approved you **MUST** advise the Reception team of the name of the visitor and date of the visit. Please see **appendix 4**

## **Categories of Visitors**

A visitor is a person or organisation who is not conducting regulated activity (definition, as per the ISI hand book, is below).

The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (i) regular (see above) work in schools with opportunity for contact with children. Not work by supervised volunteers. **For example; Teacher or TA;**
- (ii) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children, if done 'regularly' (see above);
- (iii) relevant personal care, e.g. washing or dressing; or health care by, or supervised by, a professional. This applies to any child, even if done only once.

**Before/after school activity providers (eg LAMDA or Peri teachers), supply teachers and professionals providing personal care (eg Trained professionals such as therapists, counsellors, nurses) are not visitors as they are carrying out regulated activity and all relevant safer recruitment checks (eg DBS) would have been completed prior to their visit.**

**However, they would show ID on their first visit and be given a pass for all visits.**

### **Category 1 – Visitor - no ID or pass required**

- a) Parents/carers of St. Aubyn's pupils (unless meeting staff or attending fixtures in school time)
- b) Deliveries/post
- c) External vendors'/company employees attending SASS events **out of School hours** (eg Summer Fete stall holders)
- d) Community Sports Hall visitors (out of school hours)
- e) Hosting events for certain groups (eg OAP's Christmas party)
- f) Emergency services

### **Category 2 - Visitor pass but no ID required**

The following types of visitor should arrive at the main school reception to sign the visitors' book. They will be issued with a visitors' pass and lanyard which they must wear at all times whilst on the School site:

- a) Governors of the School
- b) Parents/carers of St. Aubyn's pupils with an appointment to meet staff or attending fixtures/tournaments in school time
- c) Former staff/pupils and parents known to someone from the staff
- d) Teachers from other schools (eg fixtures, interviews or meetings)
- e) INSET speakers
- f) Work experience pupils who are under 18 (eg DofE)
- g) Prospective parents (eg tours, Open days)
- h) Parents who are registered as parent helpers
- i) SASS parents working for SASS (eg shop, event prep etc) **in school hours**
- j) Regular contractors known to the staff (eg All Counties Fire Safety crew, Photocopier man etc)
- k) Family members of staff (if approved by the Head/Deputy).

### **Category 3 - Visitor pass and ID check required**

The following visitors should

arrive at the main school reception and show original identification document, including a photograph, such as a valid passport or valid photo card driving licence.

Copies of the documentation must be taken by the member of staff who is responsible for the visitor and they must date and initial the copies as evidence. These copies will be given to the HR Administrator and retained by the School for our records. If the visitor does not have the required documentation, the Bursar and/or Deputy Head should be informed so that the potential risk can be assessed. However, this should have been discussed prior to the visitor arriving at the School.

The visitor will sign the visitors' book and will be issued with a visitors' pass and lanyard, which they must wear at all times whilst on the School site. The visitor must be supervised at all times by a School employee whilst on site and will, at no point be left unsupervised (unless stated otherwise below).

- a) Inspectors (not supervised)

- b) Contractors not known to the staff
- c) Supply teachers
- d) External vendors'/company employees attending SASS events **in school hours** (eg Firework display team)
- e) External company staff visiting our staff
- f) Interview candidates
- g) Food Standard Agency
- h) Employment Agencies
- i) Work Experience – Student Teacher Observers 18+
- j) Sports officials (eg referees)
- k) Photographers

#### **Category 4 Visitor - Educational Visitors:**

Staff organising for visitors to visit the School for educational purposes will need to:

- a) complete the checklist (appendix 1) before confirming that the educational visitor will attend the School. This will take into account any vetting requirements considered appropriate in the circumstances, and will include a DBS check.

**\*Please note, not all educational visitors will hold a DBS certificate. This must be established early to identify and resolve an issue that may arise, but does not necessary preclude them\***

- b) conduct research on the visitor and/or their organisation. This research may include searching the internet for social media posts, websites, news stories, reviews and/or contacting trusted sources who know of the visitor. If the activity that the visitor runs has a potential hazard (eg animals, cycling etc) then a Risk Assessment (appendix 3) should be completed. The School will not use a visitor where any link is found to extremism, such as extremist groups and movements.

- c) contact the visitor using the approved educational visitor script (appendix 2). Obtain an outline of what the visitor intends to cover in advance of their visit. Ensure that their presentation/script is appropriate to the age of the pupils participating and does not undermine British values or the ethos and values of the School. The visitor must be sent the School's Child Protection Quick Reference Guide (Appendix 5) in advance.

- d) Be present during the visit/talk, and monitor what is being said to ensure that it aligns with the values and ethos of the School and British values. In the unlikely event that the talk/presentation does not meet this requirement, the visitor will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to Mr Shute, Designated Safeguarding Lead (DSL), as soon as reasonably practicable after the talk/visit.

- e) Arrange for the visitor to be supervised at all times by a School employee whilst on site and, at no point, leaving them unsupervised on School site whilst pupils are present. In exceptional circumstances an educational visitor could be left unsupervised (eg cycle instructors who take groups all day) but this can only happen if we have proof that they have a clear DBS and a Risk Assessment has been completed.

- f) Ensure that, on arrival at the main School reception, the visitor shows original identification document (including a photograph), such as a valid passport or valid photo

card driving licence. This should be noted on the checklist. The visitor should also show their DBS certificate if they hold one. Copies of the documentation must be taken. The member of staff who is responsible for the visitor must date and initial the copies as evidence. These copies will be given to the HR Administrator and retained by the School for our records. If the visitor does not have the required documentation, the Bursar and/or Deputy Head should be informed so that the potential risk can be assessed. However, this should have been discussed prior to the visitor arriving at the School. The visitor will be issued with a visitors' pass and lanyard which they must wear at all times whilst on the School site.

**Please note: Where the member of staff responsible for the visitor is unavailable, a member of SMT should be contacted by the Reception/Office Team. The member of SMT will ensure the correct steps are followed. In the absence of the HR Administrator, copies of the ID documents must be given to the Bursar.**

- a) Speakers/Presenters/Demonstrators – **on occasions may be family members of our pupils, staff or former pupils and may not hold DBS certificates.**
- b) Coaches
- c) Cookery Demonstrators
- d) Drama groups

## **Appendix 1 - Checklist for Educational Visitors**

		Details	
1	Name of the staff member responsible for booking the visitor:  (This member of staff must also complete the ID and DBS check).		
2	Name of visitor:		
3	Visitor contact details:		
4	Nature of visit:		
5	Date of presentation:		
6	Audience details:		
7	Confirm that the School's Child Protection Quick Reference Guide has been forwarded to the visitor by email		
8	Visitor biography, to include their organisation and other affiliations.		
9	Details of presentation to be provided.		
10	Details of research undertaken on the visitor (i.e. check the internet for any recent published reports, reviews, news, statements or speeches made by the individual, any retractions or public apologies etc, recommendations by trusted friends/colleagues/professionals)  Name of staff member who performed the research:		
11	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty?  If such concerns exist, refer the matter to the designated safeguarding lead (DSL).	Yes	No (refer to DSL)
12	Name of person responsible for supervising the visitor whilst they are on site:		

13	Confirm that a Risk Assessment form has been completed if applicable and a copy attached	
14	Enhanced DBS certificate details:	DBS number:  Date of issue:  Date of birth:

Signed:.....  
**Teacher organising the visit**

Date:.....

Countersigned by:.....  
**Head of Department**

Date:.....

Signed:.....  
**Deputy Head/DSL**

Date:.....

### On the day of the visit:

15	Original DBS certificate seen, copied and attached.  Original photo identification seen, copied and attached.	Please indicate: D/L or P/P
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If a copy of the DBS and/or ID was not taken explain why and note who saw DBS and/or ID:

.....  
 .....  
 .....

Signed:..... Date:.....

**Staff Member organising the visit**

Countersigned by:.....

Date:.....

**HR Administrator**



## **Appendix 2: Script for contacting Educational Visitor**

Dear Mr/Miss/Ms/Mrs,

Thank you for agreeing to visit St. Aubyn's on **(Enter Day/Date)** to deliver a presentation/talk to (eg speak to enter class/year group and topic).

As part of our Child Protection procedures would you please do the following:

- 1 – Read the attached Child Protection Quick Reference Guide in advance of your visit.
- 2 – Send me an outline of your script/presentation by **(Enter Day/Date)**.
- 3 – Let me know if you have a DBS certificate. If you do, you **must** bring the **original** with you when you sign in at the School Office on the day of your talk/presentation.

Please note that we need to see the original certificate to ensure that visitors to our School do not have criminal convictions. **We cannot accept a photocopy or picture of the DBS certificate.**

If you are on the DBS update service, please let me know the **number of your certificate**, the **date of issue** and your **date of birth** so that we can check it online.

Please note that the Department of Education's most recent publication of 'Keeping Children Safe in Education' statutory guidance for schools and colleges states:

***'The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.'***

- 4 – Bring photo ID (Passport or Driving License) with you on the day of your talk/presentation.
- 5 – Let me know if you require a parking space and have any special requirements.
- 6 – Send me a copy of a risk assessment if your presentation involves any activities that involve a risk.

**Appendix 3: Risk Assessment for Educational Visitors**

**St Aubyn's School**

Member of staff responsible for arranging the visitor: \_\_\_\_\_ Date of visit: \_\_\_\_\_

Name of Educational Visitor: \_\_\_\_\_

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>	<b>Arrangements for monitoring by senior staff</b>

Date referred to Deputy Head/DSL: \_\_\_\_\_

Signed by Deputy Head/DSL: \_\_\_\_\_

**Appendix 4: Script for advising the Reception Team of a visitor**

Dear Reception & School Secretary,

Please be advised that the following visitor will be arriving at school as detailed below:

Date:

Time:

Visitor name/s:

For the attention of: **A N Other**

**Please call A N Other when .....I arrives and she will collect the visitor.**

## Appendix 5: Safeguarding note

### HARM TO A CHILD CAN BE CAUSED BY:

- A parent/carer
- Family member/friend
- Another child
- Stranger
- Member of staff/volunteer\*

Regardless of the source of harm you **MUST** report your concern.

\*if your concern is about a staff member/volunteer you should report this to the Head.

If your concern is about the Head, inform your Chair of Governors,

#### Mr. Abrie Botha

You can contact him via the Head's PA

### WHEN TO BE CONCERNED?

When you become aware of information that leads you to be concerned about the physical, emotional or sexual wellbeing of a child.

The information you have may not be enough on its own for a child protection referral, however, it will help your DSP to build a picture of a child at risk.

### ALERTS

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child's behaviour or presentation
- Someone may disclose to you



### Child Protection Quick Reference for New School Staff or Volunteers

As an adult working with children and young people **YOU** have a duty to act when you have a concern about a child's welfare.

Designated Safeguarding Lead (DSL's)

St Aubyn's School  
Mr M Shute (DSL)  
Mrs J Butcher (Deputy DSL EYFS)

Contacts:  
Redbridge: 020 8707 3885 (9am–5pm)  
020 8708 5897 (after 5pm or weekends)  
Newham: 020 3373 4600  
Essex: 0845 603 7627  
Waltham Forest: 020 8496 2310  
020 8496 3000 (out of hours number)  
Barking & Dagenham: 0208 227 3811

## Appendix 5: Safeguarding note

### WHAT MUST I DO?

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- Know your role
- Don't ignore
- Inform your DSL without delay (or Head or Chair of Governors where appropriate)
- Your DSLs are:
  - Mr M Shute (DSL)
  - Mrs J Butcher (Deputy DSL EYFS)

### DEALING WITH A CHILD'S DISCLOSURE

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#### Listen

Listen carefully to what is said to you.  
Don't interrupt or ask questions.

#### Reassure

Be calm, attentive and non judgmental.  
Don't promise to keep what is said secret.

#### Respond

Tell your DSL without delay. Complete the orange 'Initial Concern Form' and hand it in within 24 hours.

#### Write it down

Use the child's own words.

Note anything else that made you concerned.

Sign and date it.

Give it to your DSL.

### REMEMBER!

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Delay in reporting your concerns could cause the child greater harm.

School staff are often the first people to see a child after they have been abused.

Not all abuse has physical signs.

If in any doubt **TALK** to your DSL and/or consult the School's Child Protection Policy.

Protection of a child must be your first priority.