



VISITORS POLICY

To be read in conjunction with:

- Safeguarding and Child Protection Policy

Headteacher: Mark Jeffries

Chair of Governors: Craig Ribbons

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This policy will be reviewed annually.

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1.0	September 2020	D. Bishop
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Protocol on Visitors to the School**1) Guidance and Responsibilities**

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing the protocol for visitors to Wetheringsett Manor School. The day-to-day arrangements need to be understood and implemented by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school.

All staff should be made aware of this guidance and that it applies to the following visitors equally.

This is part of WMS's Safeguarding and Child Protection Policy.

2) Types of Visitor

There are a number of different types of legitimate visitors to WMS:

- Visitors who attend the school in connection with children and who have a professional role i.e. Social Workers, Educational Psychologist, SEND Officers, Targeted Support Workers or Health Related Professionals.
- Visitors attending to work with children in roles such as Peripatetic Tutors, Sports Coaches etc.
- Visits should be pre-planned to ensure they run smoothly considering the need to safeguard both children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The Headteacher or Senior Leadership Team (SLT) should be aware of visits in advance whenever possible.
- Appropriate rooms should be allocated to the visiting professionals.

3) Procedures for ALL Visitors

- Wherever possible, visits to schools must be pre-arranged and the relevant personnel made aware, this includes child protection investigations where a child needs to be seen on the day.
- All visitors must report to the Main Reception upon arrival and must not enter the school via any other entrance.
- At Reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification. All visitors should show the photo ID card their employing agency has issued them, and complete the COVID-19 visitor risk assessment questions.
- If there are any concerns in relation to the validity of this identification school staff should seek to confirm this with the employing agency.
- All visitors will be asked to sign the Visitors' Record Book or equivalent such as an electronic

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recording system which may include a photograph of the visitor being taken. Visitors will be asked to include their phone number and to allow a temperature check to be completed for our Track and Trace system in case of an outbreak of Covid-19. Records will be kept in compliance with GDPR.

- If the visitor is part of a large group of visitors a separate register may be utilised.
- A Visitor's Badge should be worn and displayed prominently at all times whilst in the school.
- Visitors should wait in the Reception Area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils unless this is a legitimate part of their role for example a Social Worker seeing a child and the school has assured the visitor's employers have confirmed that their staff have appropriate checks.
- If visitors find they are alone with pupils they should report to a member of staff or reception. This should be explained to visitors at the point of arrival.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School Reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.
- If the visitor is deemed unfit due to their risk assessment, they will be asked to reschedule their appointment until they can have a Covid-19 test completed or 14 days has passed. If they are supposed to see a student, we will ensure that there is a virtual meeting instead.

4) Categories of Visitors

4.1 Council Staff

Council staff who visit WMS and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations.

In these circumstances the statutory guidance says: "Schools and colleges must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made". This guidance can be regarded by schools as the 'written notification' required by the guidance.

An example template of written notification is included at Appendix.

Schools will, of course, need to see identification from Visitors to confirm that they do indeed work for the specific Council stated.

4.2 Staff from other agencies

The same requirement as in 4.1 applies. If schools have 'written notification' from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

4.3 Ofsted

Ofsted have provided NCC with written confirmation that all Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>.

Staff at WMS can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

Monitoring and Evaluation

Like all safeguarding policies schools should monitor and evaluate the implementation and effectiveness of this guidance on a regular basis.

Review of guidance

The guidance will be reviewed by WMS on an annual basis.

1 Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. DfE February 2015

5) Appendix

5.1 Template Letter

Dear Head teacher / Chair of Governors

Disclosure & Barring Service Checks for **INSERT NAME OF SERVICE** Staff Visiting Schools

Ofsted Guidance on DBS checks for visiting staff states:

"For visiting staff who do have unsupervised regular access to children and young people – such as educational psychologists, social workers, supply teachers, trainee teachers, nurses, sports coaches, MOD personnel and inspectors – their 'providing' organisation (for example, the supply agency, the university, primary care trust, local authority and so on) should request the check. It is sufficient, for schools and colleges to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (it is not necessary to specify a named individual) – and to confirm the identity of these Visitors".

To help you comply with this guidance, this letter is confirmation that **INSERT NAME OF SERVICE** HR Department obtains the following checks for all centrally employed staff who may as part of their jobs have unsupervised contact with children & young people on a regular basis:

- Enhanced DBS disclosure with barred list check
- 2 References
- Medical Clearance
- Eligibility to work in the UK

A role that may have unsupervised contact with children and young people on a regular basis

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include (but is not limited to): - each agency to compile a list the following is only an example

- Social Workers
- Educational Psychologists
- Education Welfare Officers

Employees of **INSERT NAME OF SERVICE** do not commence employment in posts with regular unsupervised contact with children until all satisfactory clearances have been received.

All **INSERT NAME OF SERVICE** employees are issued with identification badges and will show these upon their visit to your school.

This letter should be retained with your single central record for Ofsted purposes.

Should you require further information please contact the **INSERT CONTACT DETAILS FOR FURTHER INFORMATION NAME OF SERVICE**.