



Staplehurst School

# School Visitors Policy

	<b>Date</b>
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# School Visitors Policy

## Introduction

Welcome to Staplehurst School - we hope you enjoy your visit, and the hospitality shown by staff and children alike.

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of children and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

This Policy sets out the procedures that must be taken to ensure that the school fulfils this duty.

## General Procedures for Visitors

All visitors should:

- Report to main reception show proof of identity (if required) and sign in
- Wear a visitors' badge which is issued at reception
- Note the emergency evacuation procedures on the reverse of the visitors' badge
- Wait in reception, to be collected by member of staff
- Any visitor to the school is to be accompanied at all times by member of staff
- At no point should a visitor be on their own with children unless they have an enhanced Disclosure and Barring Service (DBS) check and permission to do so
- At the end of the visit your accompanying member of staff will return to reception with you and you will sign out before leaving
- If there is a fire evacuation, your accompanying member of staff will escort you to the dedicated assembly point.
- Visitors' are responsible for any children accompanying them on site and such children should not be permitted to use the playground equipment
- Parent/Carers are welcome to join their children for lunch provided they inform their child's class teacher in advance. Such visitors will be accompanied at all times by a member of the teaching or a Midday Supervisor but parents are asked not to accompany their child to the playground after lunch

## Visitor Code of Conduct

All visitors must follow basic principles of good conduct when on the school site. These principles are:

- Speak to staff in a respectful manner
- Act in an orderly way
- Adhere to school rules in accordance with school policies.

Visitors to Staplehurst School are most welcome. If, however, the above principles are not followed appropriately, then a warning letter will be sent to the address of the visitor and, failing that, a procedure to exclude them from the school site will be actioned.

## Guidance to Staff on Visitors

Staff must ensure that any individual wishing to meet with them (including family members), or a pupil in their class, observes this policy. Any previous members of staff (including volunteers, trainee staff and students) must not be invited or permitted onto the site without the written permission of the Headteacher.

If you have arranged for a visitor to meet with yourself or another member of staff, please ensure that:

- You have sought the necessary permission from the Headteacher.
- Reception staff are informed in advance, so they can put it in the School Diary



- You have spoken with your visitor prior to the visit, drawing attention to the General Visitor Procedures detailed above. These Procedures are displayed in Reception for visitors to inspect on arrival at the School.

## Additional Safeguarding Procedures

Visitors to the school fall into one of six categories.

- Category 1 - General Visitors – visitors that are accompanied by staff at all times
- Category 2 - Contractor Visitors – visitors that have incidental contact with children and staff and have controlled access to the School site
- Category 3 - Educational Visitors – visitors that work with children but are accompanied by a member of staff.
- Category 4 – Outside Agency Visitors – visitors that may work with children unaccompanied e.g. health & welfare agencies, sports and other school clubs
- Category 5 – Volunteer Class Room Helpers – visitors that may work with children unaccompanied
- Category 6 – Supply Teachers

Staff should ensure that the General Procedures for Visitors are complied with, as they apply equally to all visitors, but Category 2, 3, 4, 5 and 6 Visitors require additional safeguarding procedures over and above the general procedures. These additional procedures are detailed below.

### Category 2 Visitors – Contractor Visitors

At Staplehurst School we recognise that Contractor Visitors provide an invaluable role in the effective running of the school. The school has many Contractor Visitors and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of children and staff.

Guidance to Staff on Contractor Visitors:

- All Contractor visits should be arranged through the Site Manager\*
- All planned Contractor visits should be recorded in the School Diary
- Contractors should be requested to visit the site before or after School opening hours unless in an emergency
- On arrival Contractors should be provided with copy of the Contractor Visitors Procedure (Appendix 1)
- All Contractors should be met at reception by the Site Manager\*
- The Site Manager\* should ensure all the General Procedures for Visitors are complied with, as they apply equally to all visitors.
- The Site Manager\* should ensure that all Contractors sign the Asbestos register and receive a précis of the School's H&S policy (See Appendix 2).

(\*or the Business Manager or delegated member of staff).

### Category 3 Visitors – Educational Visitors

At Staplehurst School we feel that Educational Visitors are essential to learning as they add value to existing programs of work and are used to initiate new areas of learning. We believe Educational Visitors can bring new perspectives to a topic and offer specialist knowledge/expertise and resources as well as adding variety to the curriculum.

#### Aims and objectives

- To encourage and ensure effective partnerships with educational visitors and outside agencies;
- To give guidance on role of agency/expert within classroom environment;
- To ensure quality input which enhances work of the teacher;
- To ensure best practice to safeguard school and agency partnership working.

#### Guidance to Staff on Educational Visitors whose purpose is to work with children in some capacity:

Educational Visitors may work with children in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of children or individuals (e.g. Connexions). Staff who arrange for Educational Visitors to work with children should agree with member of senior leadership team



prior to formally agreeing the visit, to discuss arrangements. They will give guidance regarding any specific safeguarding matters.

### **Safeguarding issues:**

Staff should ensure all the General Procedures for Visitors are complied with, as they apply equally to all visitors.

Any visitor who is not DBS checked must not be alone with children at any point. This includes whole class or small group teaching or one to one interviews of children or escorting by children around the building.

If a visitor has an enhanced DBS, then at times they may work with children unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. Visitors, if left in sole charge of children, need to be aware of the relevant parts of the School policies. (See Appendix 4 & 5 for Child Protection & H&S policy précis)

Regular Educational Visitors to the school must have an enhanced DBS check.

Any visitor delivering a lesson or assembly must agree the content and tone of that with you, prior to the visit taking place. The content and tone must be in line with the Staplehurst School ethos, be fully compliant with all Equality legislation and take into account the age and ability of the children.

### **Planning, preparing and recording work with educational visitors/outside agencies**

#### Before

It is important that the visit fits in with the planned programme of work and it is not a substitute or alternative to planned teaching. There must have been good liaison between the member of staff and Educational Visitor before the event so that both parties are fully aware of the content to be delivered and the expectations for follow up work. Any resources or equipment that is needed must have been established and if possible the teaching materials should have been viewed by the school and subject leader.

The Educational Visitor will need to know the level of existing knowledge of the group of children, the age and the ability of the group. It is important that ground rules are developed and agreed in regard to confidentiality.

Educational Visitors will need to read and agree to Educational Visitor Procedure (Appendix 3) and have been given access to the relevant safeguarding policies and procedures. Very rarely would an Educational Visitor be in sole charge of the children but if this was the case they would need to have an enhanced DBS.

#### During

All Educational Visitors to school are asked to sign in and read the Educational Visitor Procedure (Appendix 3) before they enter school. All visitors must wear a visitor pass.

#### After

All visitors must sign out at reception and return visitor pass.

### **Category 4 Visitors - Outside Agency Visitors**

At Staplehurst School we recognise that Outside Agency Visitors provide an invaluable role in the development of the children. The School has many Outside Agency Visitors e.g. Health & Welfare agencies and Sports and other School clubs. The School has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of children and staff.

#### **Guidance to Staff on Outside Agency Visitors:**

- All Outside Health & Welfare Agency visits should be arranged through the Inclusion Manager, except if they are regular planned visits in which case they may be arranged through the Office or Class Teacher
- All planned Outside Health & Welfare Agency visits should be recorded in the School Diary
- All Outside Agencies used for School sponsored clubs e.g. Premier Sports, Soccer Elite, should be arranged through the Office
- Staff should ensure all the General Procedures for Visitors are complied with, as they apply equally to all visitors

#### **Safeguarding Issues:**

Any visitor who is not DBS checked must not be alone with children at any point.



If a visitor has an enhanced DBS, then they may work with children unaccompanied by another member of staff. At times this might be a one to one interview. Visitors, if left in sole charge of children, need to be aware of the relevant parts of the School policies, (See Appendix 4 & 5 for Child Protection & H&S policy précis)

### **Category 5 Visitors – Volunteer Class Room Helpers**

At Staplehurst School we recognize that Volunteer Class Room Helpers are an essential part of the effective running of the School. The school has many Volunteer Class Room Helpers and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of children and staff.

#### **Guidance to Staff on Volunteer Class Room Helpers whose purpose is to work with children in some capacity**

- All Volunteer Class Room Helpers must have an enhanced DBS check if they are left alone with children
- All Volunteer Class Room Helpers should undertake the School Child Protection training annually
- All Volunteer Class Room Helpers need to be aware of the relevant parts of the safeguarding and emergency evacuation policies and procedures
- On their first visit to the School, a Volunteer Class Room Helper is provided with the guidance on the relevant parts of the School policies, (See Appendix 4 & 5 for Child Protection & H&S policy précis)

### **Category 6 Visitors – Supply Teachers**

At Staplehurst School we recognize that Supply Teachers are an essential part of the effective running of the School. The school regularly uses Supply Teachers and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of children and staff.

The School has an approved list of Supply Teachers that it uses in the first instance to cover classes. Occasionally it may be necessary to obtain cover from a Supply Teacher supplied by an agency.

#### **Guidance to Staff on Supply Teachers whose purpose is to work with children in some capacity**

- Staff should notify the Headteacher and Senior Admin Assistant in advance of any authorised planned absence
- Staff should notify the Senior Admin Assistant of any unplanned absence as soon as possible
- The Senior Admin Assistant will seek to cover the class with internal cover in the first instance, but if there is no one available with appropriate qualifications, a supply teacher will be sought. The Supply Teachers from the approved list will be contacted in the first instant and agencies as a last resort.
- All Supply Teachers must have an enhanced DBS check. The School obtains such checks for Supply Teachers on the approved list but is the responsibility of the agency to undertake such checks on agency teachers and provide this information to the School.
- All Supply Teachers on the approved list should undertake the School Child Protection training annually
- All Supply Teachers need to be aware of the relevant parts of the safeguarding and emergency evacuation policies and procedures
- On their first visit to the School, a Supply Teacher is provided with the guidance on the relevant parts of the School policies, (See Appendix 4 & 5 for Child Protection & H&S policy précis)

## **Monitoring and Reviewing**

All school staff and governors will have access to a copy of this policy and will have the opportunity to consider and discuss significant changes its contents, prior to the approval of the Governing Body being formally sought. This policy will be formally reviewed every three years.



## Appendix 1 – Contractor Visitors Procedure

At Staplehurst School we recognise that Contractors Visitors provide an invaluable role in the effective running of the school. The school has many Contractor visitors and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of children and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

**Please can all Contractor Visitors therefore:**

- Follow the General Procedures for Visitors displayed in Reception
- Visit the site before or after School opening hours unless in an emergency
- Report to the Site Manager (or the Business Manager or delegated member of staff) in Reception
- Sign the Asbestos register in Reception
- Review the School's H&S policy précis before commencing work

Acceptance of this Procedure

Name:

Position:

Signature:

Date:



## Appendix 2 - Health & Safety Policy Précis for Contractors

### Employer Responsibilities

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe. The responsibility is devolved to the Headteacher who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

### Contractors

All Contractors will be provided with copies of the full Health & Safety policy and any other relevant documents and required as part of their contract to abide by any H&S rules and procedures on site. They should also be required to produce their own policy documentation and evidence of any necessary training.

The following is an extract of the School's Health & Safety policy – for full details please refer to the policy itself which is filed in the Office.

### Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster. A copy of the Health and Safety Law Poster can be found in the School reception area, outside the School Office.

### Fire and Emergency Procedures

- The fire warden is the Site Manager.
- Teachers will evacuate children and visitors to assembly points and report to the Headteacher
- Instructions to employees are posted In all classrooms and common areas
- Emergency evacuation will be practised three times a year and a record will be kept in the School Office
- Kent Fire and Rescue will be contacted by the School Office (if required)
- Regular testing of fire alarms will occur on Wednesday mornings by the Site Manager and Receptionist
- The fire log book will be kept in the School Office

### Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

### First Aid Arrangements

First aid boxes, a list of first aiders and contact details can be found:

- Outside Year 6 toilets
- Outside Rooms 11/12
- Outside Rooms 8/9
- Outside Rooms 6/7
- Early Years Area
- Kitchen (contractors' own resources)
- Children's Kitchen
- Staffroom (list only)

The school will follow the procedure for completion of incident / accident records. HS157, HS160

The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.

All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

### Safe Handling and Use of Substances

- The Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### Inspection of Premises, Plant and Equipment



- The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks are undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using the checklists.
- Access to store rooms, boiler rooms, tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

### **Asbestos Management**

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The Headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The Headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

### **Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets. The School Site Manager is the nominated person for undertaking KCC Training as this provides a good understanding of the key issues surrounding legionella and detailed monitoring requirements. Records are kept and maintained in the School Office.

### **Risk Assessments**

The Risk Assessments are filed in the School's Office.



## Appendix 3 - Educational Visitor Procedure

Welcome to Staplehurst School - we hope you enjoy your visit, and the hospitality shown by staff and children alike.

The school has many Educational visitors and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of children and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

### **Please can all Educational Visitors therefore:**

- Follow the General Procedures for Visitors displayed in Reception
- Ensure that at all points during the day, you are accompanied by a member of staff
- At no point should an Educational Visitor be on their own with children, unless you have an enhanced DBS and have been authorised to do so by a member of staff
- Enhanced DBS approved visitors may have reason to work with children independently and need to make themselves aware of the relevant parts of the School policies and procedures. See attached Child protection & H&S guidance note A member of staff will ensure that you know where to go for refreshments

Acceptance of this Procedure

Name:

Position:

Signature:

Date:

Enhanced DBS YES/NO if yes date



## Appendix 4 - Child Protection Information for Supply Teachers & Classroom Helpers

### Aim

To ensure all Supply Teachers and Classroom Helpers are aware of the School's Safeguarding Policy and the procedures with regards to Child Protection issues at the school. **Katie Murray**, Inclusion Manager, is the School's Designated Safeguarding Lead (DSL). The DSL is responsible for:

- Co-ordinating Child Protection within the school.
- First port of call for concerns
- Ensuring information/evidence gathering, referrals and procedures are followed correctly
- Supporting staff and consulting with relevant parties involved with the pupil
- Liaising with other agencies and professionals
- Setting up and managing child protection plans
- Keeping up to speed with child protection issues and training and ensuring staff training is kept up to date

### Procedures

There are 4 categories of abuse that you need to be aware of and how symptoms can be identified:

1. Physical abuse
2. Sexual abuse
3. Emotional abuse
4. Neglect

Details of how to identify symptoms of any of these issues can be found in the KCC Child Protection leaflet which is on display in the staffroom (the DSL also has a copy). For more detailed information staff should refer to Part 1 and Annex A within 'Keeping children safe in education' 2016 and 'What to do if you are worried a child is being abused' 2015

If a child makes a disclosure of abuse to you, the following course of action should be followed:

- Allow the child to make the disclosure at their own pace and in their own way
- Avoid interrupting the child, seeking clarity/questioning them or put words into their mouths
- Reassure the child that they have been heard and explain what you will do next and whom you will talk to. Do NOT promise the child you will not tell anyone/keep their secret and reassure the child that any course of action will be for their safety and well being
- Record the conversation as soon as possible on a **green Safeguarding Incident/Concern Form** (kept in the staffroom)
- Pass information onto the DSL ASAP and meet to discuss the course of action

**Reminder - You have a duty of care to the pupil and all information is strictly confidential!**

### Record keeping

Effective monitoring and record keeping is **vital**. Any incident or behavioural change in the child that causes concern should be recorded on the green Safeguarding Incident/Concern Form. It is important that records are factual and reflect the words used by the child. Do not give your own personal opinion unless you have an evidence base which can be quoted. Records must be signed and dated with timings if available. Original records or relevant evidence can be attached to the green form. Information that needs to be recorded should include;

- Child's name and date of birth
- Child in normal context e.g. behaviour, attitude, background
- Incidents that have caused concern (date and time)
- A verbatim record of what the child has said
- If recording bruising/injuries indicate position, colour, size, shape and time on a green **BODY MAP** (also available in the staffroom or from DSL)
- Action taken

**NB: pass on information to DSL as soon as possible. Please feel free to discuss any concerns or questions with the DSL at any time. In some cases, the DSL may need to make a referral to other agencies such as the Local Authority Designated Officer (LADO) or Social Services in order to secure the safety and wellbeing of the child.**



## Appendix 5 - Health & Safety Policy Précis for Supply Teachers & Classroom Helpers

### Employer Responsibilities

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe. The responsibility is devolved to the Headteacher who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The following is an extract of the School's Health & Safety policy – for full details please refer to the policy itself which is filed in the Office.

### Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Headteacher or their line manager.

### Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster. A copy of the Health and Safety Law Poster can be found in the School reception area, outside the school office.

### Fire and Emergency Procedures

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### First Aid Arrangements

First aid boxes, a list of first aiders and contact details can be found:

- Outside Year 6 toilets
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- Outside Rooms 8/9
- Outside Rooms 6/7
- Early Years Area
- Kitchen (contractors' own resources)
- Children's Kitchen
- Staffroom (list only)

### Asbestos

The Health & Safety Executive, Kent County Council and Staplehurst School MUST make you aware that there is asbestos in the school premises. The areas affected are:

- Ceilings in Rooms 15, 16, 17, 18
- Toilets between Junior Hall and Year 5-6 area
- Floor tiles and floor ducts throughout the site
- Junior Boiler Room

Whilst there is asbestos in Staplehurst School, it is totally safe as it is encapsulated within a solid material. Therefore you **MUST NOT** disturb the fabric of the building, for example, by drilling, stapling, using drawing pins in these affected areas. The Asbestos Register and map are located in Reception.