

# Shelton Junior School



## Visitors and Volunteers Policy

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## Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors, volunteers and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

## Policy statement

Visitors are very welcome to our school, however it is our schools responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure.

## Policy responsibility

The Designated Safeguarding Lead is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Designated Safeguarding Lead.

## Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

### The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Governors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (local authority staff, Inspectors, health care professionals etc)
- Buildings and Maintenance Contractors

## Access to Schools by Staff from Other Agencies

National guidance in Keeping Children Safe in Education (KCSIE) outlines school roles and responsibilities in respect of providing access to children for assessment and the checks required on visitors to schools.

Access for Assessment: “Governing bodies and proprietors should ensure that the school and colleges contributes to interagency working in line with statutory guidance Working Together to Safeguard Children. Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. All schools and colleges should allow access for children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.” (Part 2: The Management of Safeguarding, Inter-agency working, section 59, page 16).

## Visitors to Schools

Staff working for services such as Derby City Council Children’s Services, CAF/CASS and Derbyshire Healthcare Foundation Trust should be identified as a visitor to the school.

KCSIE Part 3: Safer recruitment, point 138 states: “Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children’s relatives or other visitors attending a sports day). Headteachers and principals should use their professional judgment about the need to escort or supervise visitors.”

Senior Her Majesty’s Inspector Deirdre Duignan has confirmed checks on visitors should comply with the above legislation.

- All staff in paid or unpaid work that involves working with children where the work is classed as a regulated activity must have a DBS enhanced with barred list check. The employing agency such as Derby City Council is responsible for obtaining and scrutinising DBS checks on their staff.
- The DBS are clear that only employers and licensing bodies can request a DBS check and in accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties.
- Other than on very rare occasion’s staff from Children’s Social Care should inform the school prior to their visit to see a child or young person. Staff from other organisations should always notify the school prior to their visit.
- Anyone employed by an organisation to work with children and their families will have a photo ID which should be shown prior to any visit to verify the individual. If at any stage the school wish to take further action to confirm the identification of the individual, a

discussion should take place with their manager using the main number of their organisation.

## **Procedures**

The School Office should be informed of all pre-arranged visitors to the school.

All visitors to the school will be asked the purpose of their visit, who has invited them and be asked to provide formal identification at the time of their visit.

Visitors should enter the school via the main entrance and report to the school office.

All visitors will be asked to sign in.

All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit.

All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance will be given to visitors with information and photographs of the safeguarding team, available on the back of the identification badge.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the School Office to receive the visitor. The contact will then be responsible for them while they are on site.

On departing the school, visitors should leave via the school office, sign out and return the identification badge to the School Office.

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

## **Governors, Regular Volunteers and/or Parent Helpers**

All Governors, regular volunteers and/or parent helpers that involves working with children where the work is classed as a regulated activity must have a DBS enhanced with barred list check.

All Governors, volunteers and parent helpers should follow the procedures set out above.

New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers or parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role

Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place.

## **Staff development**

As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.

This policy enables Shelton Junior School to carry out our functions with a view to safeguarding and promoting the welfare of children under sections 175 and 157 of the Education Act (2002). The policy is in line with the following legislation and guidance:

- Working Together to Safeguard Children (2018)
- The Children Act (1989) and Children Act (2004)
- Keeping Children Safe in Education (September 2019)
- Information Sharing (2018)
- Protection of Freedoms Act (2012)
- The Prevent Duty Guidance for England and Wales (2015)
- The Prevent Duty: departmental advice for schools and childcare providers (2015)
- Prevent Duty Guidance: for further education institutions in England and Wales (2015)
- Mandatory reporting of Female Genital Mutilation – procedural information (2015)
- Sexual Offences Act (2003) and Serious Crime Act (2015)

Please refer to Shelton Junior School's Child Protection and Safeguarding Policy which is consistent with Derby and Derbyshire Safeguarding Children web-based procedures which can be found via the school website: [www.sheltonj.derby.sch.uk](http://www.sheltonj.derby.sch.uk) and is also located on the Policy and Procedures page of [www.derbyscb.org.uk](http://www.derbyscb.org.uk). The school will adhere to the Derby and Derbyshire Safeguarding Children procedures.