



# **Policy for Visitors and Volunteers in School**

## **OVERFIELDS PRIMARY SCHOOL**

**January 2018**

**Review Date: January 2019**



**IRONSTONE ACADEMY TRUST**

We welcome visitors and volunteers in our school, but request that all visitors and volunteers adhere to the school's procedures and protocols to ensure that Safeguarding and Health & Safety issues do not arise.

**All staff are reminded of the responsibilities made clear in 'Keeping Children Safe in Education', the School 'Safeguarding and Child Protection Policy' and the Local Safeguarding Board Procedures when arranging to work with visitors, or when working with them in School**

All visitors and volunteers are asked to comply with the following:

- Report to the main school Reception area speak to a member of the admin team in the main office,
- Sign in using the school signing in book,
- As part of the signing in process, visitors are asked to read information detailing the school's procedures for Safeguarding and Health & Safety,
- Wear a colour coded lanyard dependant on your status within school:
  - all school staff wear a green lanyard and they have had the full and relevant safeguarding checks.
  - Regular visitors who school have DBS information about wear a blue lanyard. These include Governors, regular parental volunteers, coaches, school nurse, supply staff, speech therapists etc.
  - You will be given a red lanyard if school do not hold any DBS information about you and you cannot walk around school unaccompanied by a member of staff.
- You will be told not to use personal photographic equipment
- Sign out upon completion of their visit.

Moving around school:

- Regular visitors from children's agencies and regular volunteers who are familiar with the school buildings (wearing a blue lanyard) will be asked to go directly to the area of school relevant to their visit as directed by a member of the admin team. New or infrequent visitors (wearing a red lanyard) will be escorted to the relevant area of the school by a member of the admin team
- By agreement with the Head teacher they may be provided with a key fob/door pass.

The documentation provided to visitors/volunteers will cover the following areas highlighted below, all staff should use their professional judgement to ensure that suitable reminders and checks are made, so that they are assured that the visitor/volunteer understands them:

**Visitors and volunteers will be:**

- **Informed of procedures for evacuation of the building in the case of the fire bell sounding (a continuous ring.)**
- **reminded of confidentiality and Safeguarding issues relating to their visit**
- **informed of which toilet facilities are available to them**
- **not be routinely issued with electronic key fobs for doors for security reasons, except with the explicit permission of the Head teacher**

Visitors and volunteers not working with children in a professional capacity will not be permitted to work with children unsupervised in line with our Safeguarding policy.

Visitors from children's, health, inspection or other agencies who will be working directly with children unsupervised, will be required to provide photographic I.D. and suitable evidence of a DBS clearance.

Supply teachers and supply teaching assistants can work with groups of children unsupervised provided that suitable evidence of a full DBS clearance and photographic I.D. has been provided. Information for supply teachers is provided in each teaching area and a pack containing relevant information will be provided by the admin team when signing in.

Trainee teachers (eg NESTA/ SCITT) on a teaching placement can work with directly with children without direct supervision once relevant checks have been made.

Students on a relevant Teaching Assistant training course will work under the supervision of a teacher and relevant checks made.

Work experience students will not be permitted to work with children unsupervised.

All Visitors will be required to dress in a professional manner.

### Building works and access by Contractors

Contractors working on the school site will be asked for relevant I.D. and will be required to complete an AW3 form which will be countersigned by a member of the admin team. Appropriate H & S procedures to be followed.

### Access to electronic systems

Except with the explicit permission of the Head teacher visitors will not be given access to electronic or other data management systems. When access is given it will follow the School Policy that applies at the time.

### Reporting concerns

If any visitor or volunteer has a safeguarding concern whilst in school, it should be reported to the Designated Safeguarding lead or, in their absence, one of the Deputy Designated Safeguarding leads; their pictures and names are displayed around school. Should another member of staff be approached they should use their professional judgement and follow the Local Safeguarding Board and School procedures that apply in the given circumstance.

If the Safeguarding concern relates to the Head teacher, it should be reported to the Designated Safeguarding Governor.

### Planning for Visitors

Staff should seek the approval of the Head teacher for all visits made to school by individuals or organisations, this should be done by email / school diary as appropriate to the timescale/ date of the intended visit.

Designated Safeguarding Lead: Mrs Tracy Watson (Head teacher)

Deputy Designated Safeguarding Lead: Mrs Sue Duncan

Deputy Designated Safeguarding Lead: Mr Charlie Johns

Designated Safeguarding Governor: Mrs Christine Thompson