

Safeguarding procedures

Appendix 5: visitors onto school site

'Visitors' refers to anyone entering the school site who is not employed directly by the school. They may be parents, electricians, supply teachers, volunteers working on the farm (this list is not exhaustive).

Relevant to all staff:

1. **All visitors** to school must sign in at reception ensuring a picture of their face is visible for the badge.
2. **Reception staff** should issue them with a label/ and lanyard if they need access to locked areas.
3. **Reception staff** must wait for a member of staff to collect the visitor.
4. **Reception staff** must ask the visitors to read the safeguarding leaflet in reception area, and verbally inform them of expectations (points 6 -9)
5. **All visitors must** be assigned to a member of staff who is responsible for them whilst on site. This would be their **contact**. This includes workers.

For example, physiotherapists should be met and escorted to physio room by teacher A; or a plumber must be escorted to area by BSM or caretaker; or a parent must be met and escorted by the relevant teacher.

6. **ALL visitors** to school, including workers with DBS checks, **must** be escorted whilst pupils are in school. Workers or visitors should not be left to work alone for over half an hour, if working in school whilst the pupils are in. They should be given clear guidance:
 - Visitors **must** wear a visitors label whilst in school.
 - Visitors **must not** use pupil toilets. They should be directed to staff toilets
 - Visitors should know how to contact the reception, 236, in case of a problem arising
 - Visitors must not wander away from the area they are expected to be in, e.g. a parent visiting for a meeting should remain in the meeting room; or a builder should remain in the area of build
 - Fire alarm- they must leave by the nearest exit. Their contact must check that they have left the building, or escort them to fire meeting point
 - Their contact should either remain with them, or check in with them at regular intervals (no more than half hourly)
7. **Supply teachers-** they should have a TA in all of their lessons. The cover supervisor and reception should tell them to call reception, 236, if they are left alone with a class.
8. **Regular volunteers or visitors** to the school, e.g. weekly/ monthly, must have DBS clearance. They should not be left alone in an enclosed space with pupils. They should work in an open area of the school if working with a child. Don't put your visitors or pupils in an unsafe position.

9. **Phones-** all visitors must be told on entry to the school that they cannot use their mobile phones on school premises whilst pupils are in school.

10. **See someone you don't know.** All visitors to school should have a sticker label on. Sometimes the badge machine doesn't work. Any member of staff should ask a stranger in school who they are; or ask a colleague if they know who they are. Staff must alert the reception or a member of the leadership team when any visitor without a badge is seen on the school site. They may have a 'visitor' lanyard instead. You should still ask them who they are and who they are here to see. Staff should approach unidentified visitors. If someone looks challenging then do not approach visitors alone, or alert the senior leadership team or BSM before approaching the visitor.

11. NEVER allow visitors entry into school if they are not with you or you are not expecting them. They should all sign in through reception.

12. Safeguarding is the role and responsibility of every member of staff.