



Thorndown Pre-School

Supervising of Visitors Protocol

Our aspiration is that Thorndown Primary will be an outstanding school.

We value and respect everyone in our community and work as a team to:

- Provide learning experiences which support and inspire high achievement for all;
- Ensure a caring, safe and welcoming environment;
- Promote co-operative and responsible attitudes to make a positive contribution;
- Actively encourage independence and confidence to thrive in a changing world.

“Happy, Healthy, High Achievers”

Approved at GB/committee meeting

Review Period: Every 2 years

Supervising of Visitors Protocol

For the purposes of this policy the term Visitor describes all persons who attend the school that are not part of the substantive staffing establishment, this includes parents and carers, social workers and other professional visitors, consultants, contractors and trade persons, postal and delivery people and volunteers. The term Host describes the members of staff being visited, in the case where more than one person is being visited; the Host shall be the most senior person within that group. The name of the host may change on the occasion of each visit as required.

General

Visitors to our school and children's home are a highly valued part of the extended community and contribute richly to how we are striving to improve the lives of our young people, bringing with them vital skills, experience, knowledge and services. It is the school responsibility, however, to ensure that the security and wellbeing of our pupils is not compromised at any times. The school works hard to promote tolerance and respect for diverse views, while challenging prejudice of any kind. Radical and extremist views are not permitted at any times.

This protocol applies for;

- 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
- All governors of the school
- All parents
- All pupils
- Educational personnel, which includes LA advisors, Inspectors
- Building and Maintenance Contractors

Safeguarding

The welfare of our young people is paramount and we make every effort to ensure a safe environment for the entire community. To ensure this we shall:

- Require all visitors to sign in to and out of the school site and wear, visibly, an identification badge throughout their time on site. By signing in, visitors are agreeing to adhere to all local rules, policies and procedures at all times whilst on the premises including being met and escorted to their point of contact.
- Ensure all visitors are offered a copy of this policy
- Clearly display key visitor's information at our reception
- Ensure any concerns over the welfare of young people are addressed
- Ensure regular visitors who undertake regulated work with any young people are subject to necessary DBS checks

- Ensure all DBS checks remain relevant, valid and appropriate in context of the purpose for visiting the school
- Reserve the right to request character references should circumstances necessitate this
- Reserve the right to refuse admission to any visitor failing to comply with school rules and policies

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a school lanyard and identity badge should be challenged politely to enquire who they are and their business on the school site

- They should then be escorted to reception to sign the visitors' book and be issued with a school lanyard and identity badge.
- In the event that the visitor refuses to comply, the Headteacher or Deputy Headteacher should be informed promptly and the visitor will then be asked to leave the site immediately.
- The Headteacher / Deputy Headteacher will decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for. The Headteacher / Deputy Headteacher will decide what further action to take that may include seeking legal advice or police contact.

Health and Safety

Safety for all young people, staff and visitors is important and is integral to how we function as an organisation. The responsibility for the duty of care for each visitor lies with the host and the host must ensure that their visitor is made fully aware of all relevant emergencies and associated operational procedures. All visitors are required to exercise due care and attention at all times whilst on the premises and to report any hazards, potential hazards or other safety concerns to their host.

DBS checks

Disclosure and Barring Service (DBS) checks – standard or enhanced – are used to help ensure the safety and welfare of all our young people. Where required to, visitors must hold a relevant and valid DBS check.

Any visitor who is required to attend regularly will be assessed to determine if the reasons for attending the school necessitate a DBS check. As is most appropriate, these checks will be instigated by the visitor or the organisation they represent. In most cases an enhanced DBS will be required for any visitor undertaking regulated activity on a frequent basis, where frequent is described as being at least once a week and/or four times in any 30 day period.

Visitors who are visiting staff only and likely to have minimal and incidental contact with young people will not require a DBS check. Important: All visitors without a DBS check must be accompanied by their host (or nominated representative) at all times whilst on the premises.

At no times should a visitor have unsupervised access to young people.

Contractors and trade persons must be escorted by a designated member of the Admin Team at all time whilst on site.

Thorndown Primary School reserve the right to request a DBS, enhanced or standard, for any visitor where it has been deemed necessary by the Head Teacher, a member of the Senior Leadership Team or any of their reports with delegated authority.

Confidentiality

All visitors are bound by a code of confidentiality. Any concerns that visitors may have about the young people they come in to contact with should only be discussed with their host. Visitors concerned about what another adult on the premises says, or how they acts, should raise the matter directly with the Head Teacher or Safeguarding Officer at the earliest opportunity.

Complaints

In the unlikely event a visitor wishes to make a complaint, they will be referred to the Head Teacher or another member of the Senior Leadership Team who will advise them accordingly. The Head Teacher reserves the right to speak with any visitor about their conduct whilst on site. We reserve the right to inform a visitor that Thorndown Primary will no longer support their attendance on the premises.