

# Visitors in Schools Policy and Procedures



(Please note: This policy should be read and reviewed in conjunction with the school's Safeguarding and Child Protection policies and guidelines).

**Woodbridge Junior School** welcomes visitors from the local community and outside agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our pupils with a broad, balanced and enriched curriculum. We see the inclusion of visitors' input into the school's curriculum as one means of ensuring that we meet this aim. This enables our pupils to question and learn from 'experts' from various walks of life and disciplines which allows our pupils to gain a wider view of the world and gain insight into the lives of other people. We recognise the valuable contribution this makes to the core and enhanced curriculum.

## **Vetting Procedures:**

The following vetting procedures are implemented to ensure the safety and security of all pupils, staff and visitors. These procedures have been carefully designed to ensure school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

## **Volunteers**

The School supports parents/carers and other adults who wish to work as volunteers in our school. There are two main ways of helping: -

- Occasional support for school events, visits or trips: these are events where parents/volunteers commit to supporting an individual event. As this is classed as infrequent contact, Disclosure and Barring Service (DBS formerly CRB) level 3 enhanced checks are not required and permission to undertake this role is at the discretion of the Head teacher. However, where such trips involve more frequent contact with pupils, such as residential trips, a DBS check will be a mandatory requirement.
- Regular support in school. This is when parents/carers or other adults offer regular support to the school for a period of time. This commitment will be discussed with a member of school's senior management team and mutually agreed duties will be defined. All regular visitors who support school will have an induction briefing to ensure they are aware of school's key policies and procedures. They will not have unsupervised contact with pupils and will be

fully supported by suitably qualified members of staff. Where this school support meets the current vetting requirements, volunteers will be required to undertake a full level 3 enhanced DBS check prior to commencement of their work in school. Currently this means all volunteers who work for two or more days a week or four times within any one month will be required to complete a DBS check and their details will be held on our Single Central Record (SCR). The SCR is a document which details all adults who have regular contact with our pupils. Where the time commitment is less than previously stated, the school reserves the right to carry out a List 99 check. This ensures that no person deemed unsuitable to work with children will have access to the pupils in our school. The cost of the DBS or List 99 check will be met by school.

## **Work Experience & Training Placements**

In addition we offer work experience placements for adults in training as well as young people wishing to have work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency. Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance, together with the student's DBS clearance information, will be provided to school prior to commencement of their placement. This information will be held on school's Single Central Record (SCR) which records all our vetting procedures. Where secondary school students seek work experience, a statement of assurance as to their suitability will be obtained from their school. Whilst these measures are strictly adhered to we wish to assure all volunteers of our commitment to supporting their learning experience and stress that we value their contribution.

## **Contractors**

Wherever possible maintenance work carried out on site is outside pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet school's safeguarding requirements which consist of the following procedures:

- All contractors are required to sign and date the visitor log book. (Note: on departure all visitors are required to enter a time of departure to meet Health & Safety requirements.)
- They will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted.
- A school visitor badge/sticker will be issued and prominently worn. This is to assure all staff in school that contractors have completed the above procedures and therefore are known and recorded to be on site. Where a contractor does not display their school visitor badge they can expect to be politely challenged by our staff, who are vigilant in ensuring the above procedures are adhered to. Pupils are also encouraged to report to a member of school staff any visitor they encounter on site without a school visitor badge/sticker.
- In some special circumstances contractors may be required to have DBS verification in place. For example:

Where contractors, during on-going building work, will be regularly working in close proximity to play areas or internal areas where pupils are present.

Where the nature of the contractor's works means they will have access to sensitive data e.g. computer maintenance/management information service companies.

In such cases, school will not carry out the DBS checks. However, before work commences, the contractors will be required to supply their employees' DBS numbers and date of clearance. Such contractors are not required to present their employees' DBS certificates due to the risk associated with its potential loss. This is in line with central government guidelines.

Visiting staff from the Local Authority, Primary Care Trust and private companies that have Service Level Agreements with school do not have to comply with the aforementioned vetting procedures as their organisations have issued a statement of

assurance. These statements assure school that their host organisations have completed level 3 enhanced DBS checks on all staff who visit school. If these staff will be working directly with pupils for two or more days a week or four times within any one month their details will be recorded on the SCR. The only fields to be populated will be the visiting staff's name, DBS number and their organisation name in the address field.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will not be required to submit DBS verification. Again this is in line with central government guidelines.

Specific guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and is in line with school policies. (This is particularly important in Health areas e.g. Sex & Relationship Education).
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
- Provide each visitor with named school contact.
- Ensure the activity meets Health and Safety guidelines.
- Staff must ensure such visitors are aware of school's core policies such as Safeguarding/Child Protection and provide access to any further relevant documentation e.g. SRE policy, Drugs/Substance misuse policy, risk assessments.
- All staff must inform the relevant people of the intended presence and remit of visitor: e.g. Head Teacher, reception/office staff.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure the relevant staff member/s (i.e. class teacher) is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the students are given time to reflect on what they have learned.

The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, fees paid.

**Monitoring:**

This policy, its implementation and effectiveness is regularly monitored by the Head Teacher, Senior Management / Leadership Team and the Governing Body and reviewed/ratified each year. This ensures we meet our statutory obligations.

Approved by Governors

Review Date 2024