



Myton Park Primary School

Visitors Policy

<i>Revised:</i>	<i>Autumn 2020</i>
<i>Review Date</i>	<i>Summer Term 2022</i>
<i>Approved by Governors:</i>	<i>School Improvement 3rd November 2020</i>

Myton Park Primary School Visitor Admissions Policy

In order to safeguard the children in our care and to protect the interests of all those who work in the school we have a policy for the admission and management of visitors to the building.

It is most important that only those people who need to have access to the building are allowed to enter and that the reason for their visit and their identity is checked before they are allowed to enter the building. It is also important to remember that we are a school working in close partnership with our parents, consequently a sensitive, tactful and caring approach to them is appropriate at all times.

Visitors to the school will fall into a number of categories including:-

- Parents and family members arriving with, collecting or visiting children within the setting.*
- Education professionals such as Educational Psychologists, music tutors,*
- LA representatives*
- Healthcare professionals carrying out screening checks with groups or working with individual children, for example Speech Therapists*
- Sports Coaches*
- Club Leaders and Tutors*
- Government officials*
- Local Councilors*

Some discretion will need to be applied. For example:-

- Is this a one off visit?*
- Is the person going to come into unsupervised contact with children?*
- Can the person be escorted around the building to carry out their visit?*
- Contract workers who come into school under the direction of PFI sit staff will be subject to their policies and will be the responsibility of Robertsons.*

All visitors to the school will be asked to wait in the entrance foyer until the reason for their visit to the school has been checked.

All visitors employed by Stockton L.A. will be wearing Stockton Borough Council Identification and will have been DBS checked. Any visitor claiming to be from Stockton Borough Council will be asked to produce their official ID card before entry is allowed. In this case the visitor may have access to the building and if needing to work with specific children access to them. If they cannot produce their official Stockton photo ID card then unsupervised entry will not be allowed.

*All visitors entering the school will complete the visitor's log stating the reason for their visit when they enter and exit the building. All visitors will be issued with a school visitors badge to be worn enabling all staff and children to know that the suitable checks have taken place. Any visitor in school not displaying a school visitors badge will be challenged by members of staff. All visitors who are not DBS checked **must** be supervised by a member of staff at all times.*

The majority of people visiting school on business reasons will have a DBS check and will carry evidence of this. In these cases we will need to see the DBS form itself so that we can check the reference number on their initial visit to the school and log the details where appropriate.

If the visitor is meeting one of the school staff, the member of staff will be informed and will meet the visitor in the school entrance or the visitor will be escorted to meet the member of staff. If the member of staff is not available the visitor will be asked to wait in the school entrance.

All visitors who will be working with children will be asked to provide proof of identity and a valid DBS form before being all allowed to enter the building and make contact with children. On subsequent visits once the person's identity has been checked and referenced against the recorded CRB DBS details the visitor may carry out their business in school. Where it is deemed appropriate by staff, parental permission will be sought if visitors need to work 1:1 with a child. (This is the case for EP assessments or work with SALT etc)

The information from the DBS form will be logged on the appropriate log sheet which is a part of the central record. This will need to be done only once as for subsequent visits a visual check only will be necessary.

Anybody visiting school in relation to Robertson's PFI business will need to follow the Robertson's protocol. Those visitors remain the responsibility of Robertson's staff. In line with school and PFI policies, visitors who are not DBS checked will always be supervised by a member of site staff.

Volunteers including parents and work experience students:

- Volunteers support the school in a number of ways
- Parents helping in nursery

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Visitors must read and agree to abide by the fire regulations on the front desk.

Police checks

For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure and Barring Service before they work in the school. In the case of regular volunteers this will be via a full DBS check but *in the case of single occurrences such as supporting a school trip this will be via a Children's list check prior to the trip.* In the event of the check not being a full DBS disclosure the adult **must never** have unsupervised access to pupils. Details of checks are recorded on the Single Central Register.

The Head Teacher/Deputy Head Teacher has the authority not to accept the help of volunteers if she/he believes it will not be in the best interests of the children.

Deployment of classroom helpers

It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

Visitors to Nursery

In all cases all visitors must report to the main office unless they are a parent of a nursery child attending at the invitation of school staff, i.e.

- *Parents of new children visiting Nursery for the first time*
- *Parents who are requested to call to Nursery by a member of staff*

In those instances they will be required to sign in the Nursery Visitors book and will be given a visitors badge by a member of the Nursery staff.

All volunteers must follow the guidelines set out in the mobile phone policy.

Visitors to the school without a valid DBS certificate must not be allowed to have unsupervised access to children or to the building itself.

Visitors in school not displaying a visitors badge will be challenged by staff and children.

Covid

Linked to our risk assessment, visitors to the school should be minimal and always wear a mask when moving around school.

Reviewed Autumn 2020

Next review date Summer 2022