



# BOWERHAM PRIMARY & NURSERY SCHOOL

## External Visitors Policy

DATE: July 2022

Review date: July 2023



### Stand tall, reach high, love learning

*The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.*

At Bowerham School we:

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

### Introduction

Visitors are welcome to Bowerham. Indeed they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

### Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

### Aim

To safeguard all children, including preventing them from being drawn into terrorism, under this school's responsibility both during school curriculum hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Bowerham children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

### Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines as set by the DfE (see [www.teachernet.gov.uk](http://www.teachernet.gov.uk)): preventing unsuitable people from working with children and young persons in the education service.

## **Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- 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 (including volunteers, external agencies, peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors

## **External Visitors to Bowerham**

Staff are required to be familiar with DfE guidance on Child Protection, KSIE

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> in relation to: *preventing unsuitable people from working with children and young persons in the education service.*

## **Protocol and Procedures**

### **Visitors Invited to the School**

- a) Before a visitor is invited to the school, the Headteacher and SLT should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school. The risk assessment form, Health and Safety Visitors Sheet, must be completed to aid the Headteachers decision. (Please see appendix A)
  - b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
    - All visitors must report to the school office first - do not enter the school via any other entrance
    - At the Office, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
    - All visitors will be asked to sign the Visitors Record Book
    - All visitors will be required to wear a Visitors sticker
    - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the office to receive the visitor. The contact will then be responsible for them while they are on site.
    - All visitors who are in school for a one off visit will sign a One Off Visitors Form (Appendix B)
- On departing the school, visitors should leave via the office and:
- Enter their departure time in the Visitors Record Book alongside their arrival time.

### **Unknown/Uninvited Visitors to the School**

- a) Any visitor to the school site who is not wearing a visitors sticker should be challenged politely to enquire who they are and their business on the school site.
- b) They should then be escorted to the office to sign the visitors' book and be issued with a visitors sticker. The above procedures will then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteacher (or Senior Leader if neither is available) should be informed promptly.
- d) The Headteacher / Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.
- e) 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.

### **Governors and Volunteers**

- a) All governors, trainee teachers and volunteers must comply with Disclosure and Barring Service procedures, completing an electronic DBS disclosure form (if not already held) via the School office.
- b) All trainee teachers have an induction with the member of the SLT who is responsible for trainee teachers. And volunteers will have an induction with the Volunteers coordinator.
- c) The School must check all governors and volunteers DBS certification is in date at the beginning of the academic school year, thereafter, procedures as above should apply. Please note that Governors should sign in, and out, using the Visitors Record Book.
- d) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Training Link Governor.

### **Monitoring and Evaluation**

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

**Health & Safety Visitor sheet**

Activity \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Frequency \_\_\_\_\_

Staff responsible for visitor

Organisation of activity

The designated staff member overseeing the activity is responsible for their visitor throughout their time in school and should ensure they have understood the fire and emergency evacuation procedures.

Please ensure that you share the above information with your team and also give a copy to your visitor.

Signed (Staff member) \_\_\_\_\_

Signed (Visitor) \_\_\_\_\_

Date \_\_\_\_\_



# BOWERHAM PRIMARY & NURSERY SCHOOL



*Stand Tall, Reach High, Love Learning*

Appendix B

## VOLUNTEER HELPER CHECKLIST ONE OFF/NON FREQUENT VISITS

NAME OF VOLUNTEER	
DATES IN SCHOOL	
TEACHER SUPERVISING	
WHICH CLASS?	
WHAT ARE YOU DOING?	
<p>Please note that the use of mobile phones within the school premises is strictly prohibited. You are responsible for the security of your personal belongings and any medication you may have with you must be secured on your person.</p>	
<p><b>VOLUNTEER DECLARATION:</b> I declare that there are no circumstances which make me unfit to work with children and I have read your Mission Statement below and the Bowerham Promises on the reverse of this form. I understand that I cannot be left alone with children at any time.</p>	
VOLUNTEER SIGNATURE	
TEACHER SIGNATURE	

**ALL VOLUNTEERS MUST BE SUPERVISED AT ALL TIMES AND NEVER LEFT ALONE WITH CHILDREN.**

To report any safeguarding issues please see -

**Designated Safeguarding Lead- Jo Banks, Head or Kathryn Ireland, Laura Denison, Sarah Harris, Jennie Gallagher, Nick Haughton, Alex Thomas, Tracey Clark**

### Our Mission Statement

At Bowerham we:

Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences

- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law while respecting differences including gender, ethnicity, religion and ability.

- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

As a visitor at Bowerham School you agree to:

- Not use a mobile phone at any point for any reason including taking photographs
- Keep personal belongings on your person at all times and that any medicines such as paracetamol are secured away
- Inform staff immediately of any concerns you may have
- Be respectful to staff and children
- Not move around school without staff permission