



# Newall Green Primary School

*Aiming High To Reach Our Goals*

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# VISITORS TO SCHOOL POLICY

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## Safeguarding Statement

At Newall Green Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Newall Green Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Newall Green Primary School welcomes visitors from the local community and external agencies to promote learning and well-being through their experience and expertise. As a school, we aim to provide our parents and pupils with a broad, balanced and enriched programme. Including visitors' input into the programme is one means of ensuring we meet this aim. This enables our parents and pupils to question and learn from 'experts' from various walks of life and disciplines, allowing them to gain a more expansive view of the world and gain insight into other people's lives.

This policy has been developed in line with the following guidance:

- *Keeping Children Safe in Education* (DfE)
- *Working Together to Safeguard Children* (DfE)
- *Inspecting safeguarding in early years, education and skills settings* (Ofsted Sep 2019)

## Vetting Procedures

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

## Volunteers

We actively support parents, guardians 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 supervised contact, Disclosure & Barring Service-DBS level 3 enhanced checks are not required, and permission to undertake this role is at the discretion of the Executive

Head. However, should such events and trips involve any unsupervised contact with pupils, such as all residential trips, a DBS check, including an enhanced check for regulated activity, would be a mandatory requirement.

- **Regular support in the school.** This is when parents/guardians or other adults offer regular support to the school for a period of time. This commitment will be discussed with The Executive Head or a senior leadership team member, and mutually agreed duties will be defined. All regular volunteers who support the school this way will have an induction briefing to ensure they know our key policies and procedures. Suitably qualified members of staff will fully support them. In accordance with The Protection of Freedoms Act 2012, vetting checks are not required for voluntary support, which is fully supervised at all times; however, the school reserves the right to request a standard or enhanced disclosure certificate without the barred list check. An enhanced disclosure with barred list check will be a mandatory requirement for all volunteers working in an unsupervised capacity. Details of all vetting will be held on the school's Single Central Record (SCR). The SCR is a document which details the vetting procedures undertaken by the school. The school will meet the cost of the DBS enhanced check for regulated activity.

### **Work Experience & Training Placements**

In addition, we offer work experience placements for adults in training and young people wishing to gain work experience in a school setting. In such cases, the applicant's host agency carries out the vetting. The vetting responsibility for students on placements from universities or colleges lies with their place of study, and a formal statement of assurance, together with the student's DBS clearance information, will be provided to the school before the commencement of their placement. This information will be held on the school's Single Central Record (SCR), which records all our vetting procedures. Where secondary school/academy students from other schools/academies seek work experience, a statement of assurance as to their suitability will be obtained from their school/academy. Such students will be fully supervised at all times. Whilst these measures are strictly adhered to, we do not wish to deter volunteers and wish to assure all applicants 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 the school's safeguarding requirements which consist of the following procedures:

- All contractors are required to sign in on the school's electronic system. On departure, all visitors are required to sign out, which enters 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. The school reserves the right to refuse admittance.
- A school visitor badge/sticker will be issued and prominently worn. This is to assure all staff in the school that contractors have completed the above procedures and therefore are known and recorded to be on site. Where contractors do 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 ongoing building work, will be regularly working unsupervised by school staff and / or in close proximity to outdoor areas or internal areas where pupils are present
  - 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, the school will not carry out DBS checks. However, before work commences, the contractors must 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 (LA), Children's Services, Health agencies, e.g. CAMHS and private companies with Service Level Agreements with schools, do not have to comply with the vetting as mentioned above procedures if their organisations have issued a statement of assurance. These statements assure the school that their host organisations have completed level 3 enhanced DBS checks on all staff who visit the school. If these staff work directly with pupils regularly, their details will be recorded on the SCR. The only fields to be populated on the SCR 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 **always fully supervised** and will not be required to submit DBS verification. Again, this is in line with central government and Ofsted Inspection 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:

- Before 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 the school's planned programmes or work schemes and align 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 on the aims/desired learning outcomes of the session, and professional boundaries, including responsibility for classroom discipline
- Supply each visitor with the school's Visitor Information Sheet
- 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)
- Ensure each visitor/ external agency is aware of pupils with SEN and/or specific medical needs, e.g. asthma, anaphylaxis
- Provide each visitor with a named school contact
- Ensure the activity meets Health and Safety guidelines
- Staff must ensure such visitors are aware of the school's core policies, protocols and procedures, 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 visitors, e.g. Head Teacher, Senior Leadership Team, Business Manager, and reception/office staff and check if vetting procedures apply
- Organise, meet and greet arrangements and classroom/assembly layout
- Ensure a member of staff is present during the session who will be responsible for class discipline, monitoring and evaluation

- Ensure the students are given time to reflect on what they have learned and identify the next steps and targets for learning

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 are regularly monitored by the Head Teacher, Senior Leadership Team and the Governing Body and are reviewed/ratified each year. This ensures we meet our statutory obligations.

To meet mandatory government requirements introduced in 2016, the school will conduct DBS vetting checks on all governors. The Department For Education and Ofsted have published key documentation detailing all revised vetting requirements, and the school will include any further revisions as necessary within our annual review process. (The requirement to keep a Single Central Record has stayed the same due to the passage of the Protection of Freedoms Act).