**Policy and Risk Assessment for Visitors/Governors in Pendoylan Church in Wales Primary School**

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**1. Introduction**

Visitors are welcome to Pendoylan Church in Wales Primary and they often make an important contribution to the life and work of the school in many different ways. It is the school’s responsibility, however, to ensure that the security and wellbeing of its pupils is not compromised at any times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

**2. Policy Responsibility**

The Headteacher is the member of staff responsible for implementation, coordination

and review of this policy.

**2. Aim**

To safeguard all pupils under our responsibility when at school, arranged activities

under our direction out of school and after school. The aim is to ensure Pendoylan C/W pupils are able to learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

**3. 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 safeguarding children guidelines as set by the DFE.

**4. 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 peripatetic tutors, sports coaches, etc.)
* All governors of the school
* All parents
* All pupils
* Education personnel (Local Authority Advisors, Inspectors)
* Building & Maintenance Contractors

**5. External Visitors to Pendoylan C/W Primary**

Staff are required to be familiar with DFE statutory guidance on Keeping Children

Safe in Education March 2015 <https://www.gov.uk/government/publications/keeping>

children-safe-in-education in relation to: *preventing unsuitable people from working*

*with children and young persons in the education service.*

This policy applies to all visitors invited to the school by a member of staff.

**6. Protocol and Procedures**

**6.1 Visitors Invited to the School**

**6.1a**) Before any visitor is invited to the school, the Headteacher should be informed

using the visitor risk assessment form (appendix 2), 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 Headteacher will advise of the level of supervision and pre visit

checks required.

**Visitor Risk Assessment Forms are not required for: –**

a) Parents visiting staff

Please refer to appendix 1 for guidelines

**6.1b**) When inviting visitors to the school they should be asked to bring formal

identification (as requested by the Headteacher in the Risk Assessment) 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 Main Reception first – they must not enter the

school via any other entrance

 At Main Reception, all visitors must state the purpose of their visit and who

has invited them. They should be ready to produce formal identification (Local

authority staff should have provided authorised staff and workers with an ID Badge)

 All visitors will be asked to sign the Visitors Record Book which is kept in

Main Reception at all times

 All visitors will be required to wear a School Visitor identification badge

and read the information about emergency evacuations procedures.

 Visitors will then be met and escorted by their point of contact. The contact

will then be responsible for them while they are on site, ensuring the

appropriate level of supervision.

In case of a fire evacuation, the point of contact must ensure the visitor leaves

the buildings and assemble with staff and pupils at the furthest end of the main yard.

**6.1c**) On departing the school, visitors should leave via Main Reception and:

 Enter their departure time in the Visitors Record Book alongside their arrival

entry

 Return the School lanyard and identification badge to reception

 The point of contact should escort the visitor off site and ensure that all external gates are locked thus preventing re-entry.

All visitors from external agencies must comply with section 6.1 of this policy

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

a) 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

b) They should then be escorted to reception to sign the visitor’s book and be issued

with a school lanyard and identity badge. The above procedures in 6.1 then apply.

c) 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.

d) The Headteacher / Deputy Headteacher will 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. The Headteacher / Deputy Headteacher will

decided what further action to take that may include seeking legal advice or police

contact .

**6.4 Governors**

a) All key governors eg Chair, Vice chair etc must comply with Disclosure Barring Service procedures, However, the school considers it unreasonable to request DBS of all governors and will do so only for those who regularly attend the school site during school hours. In most instances Governors do not have unsupervised access to children and do not attend school during times where pupils are present on a regular basis. They therefore come under the category of visitors ( see Policy for DBS Checks for school visitors/volunteers)

b) The School must check all key Governors DBS certification is current at the beginning of the academic school year. Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the Signing In Book and wear the school visitor badges .

c) 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 or Chair of

Governors.

**7. Staff Development**

As part of their Induction, new staff will be made aware of this policy for External

Visitors and asked to ensure compliance with its procedures at all times.

**8. Linked policies**

This policy should be read in conjunction with other related school policies: including:

* Child Protection Policy
* Health and Safety Policy
* Policies for DBS Checks for School visitors/volunteers
* Governors in School

**9. Dissemination**

This policy is publicised to all in the school community through:

* School Moodle site

**10. Monitoring and Evaluation**

The suitability and impact of all visitors invited into school to work with the children

will be assessed.

**Appendix1**

**Guidelines to Staff for External Visitors**

Before any visitor is invited to the school, the Headteacher/Deputy Head 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/Deputy Head before a visitor is asked to come into school. The Headteacher/Deputy Head will advise of the level of supervision and pre-visit checks required.

**Process to follow when arranging a visit to school:**

 Staff arranging the visit to notify Head or Deputy at least

one week before proposed visit.

 Headteacher will assess risk and decide requirements.

 Please note if you wish your visitor to have unsupervised access to the school

site they must have an Enhanced DBS and/or Barred List checking,

dependent on the nature and regularity of the visit and be able to supply

written confirmation that there has been no break in service since their

Enhanced DBS/CRB was issued. This information will be held by the

School secretary.

 Certain organisations have confirmed in writing that appropriate checks have

been carried out on all of their employees both existing and new and this

information will be kept by the School Secretary in Reception as a

record of organisations whose employees are allowed unsupervised access

to the school site.

 All visitors should in any case bring some form of photographic identification.

 Member of staff arranging visit to ask visitor to sign in at Main Reception and

Wear an identification lanyard.

 All visitors must sign out at Reception at the end of their visit and return their

identification badge.

***Advise Reception in advance of all expected visitors/contractors and inform Reception how to contact you when they arrive with as much advance notice as possible.***

**Signed Headteacher:**  **Signed Chair of Governors:**

**Date: Autumn 2018**

**Next Review date: Autumn 2020**