Treverbyn Academy

**External Visitors Policy**

Date formally accepted by directors: Summer Term 15

Date becomes effective: September 2015

Next review date:  September 2017

Person responsible for implementation: Head of School

Author: Sally Olford

We are keen to work closely and proactively with parents, members of the local community and other agencies. At the same time, our fundamental duty is to protect the safety and welfare of all our pupils. In order to do this we must establish effective policies and procedures for managing the risks presented by adults to children. Part of the management of these risks is to make sure that we the school make the necessary checks on all visitors before they enter the school.

Schools are not open places to which any member of the public is entitled to right of access. The school must satisfy themselves that all visitors, no matter who they are, pose no risk to children. Pupils, staff, governors and parents do not have unrestricted right of access to the school but in light of their employment or connection with the school will have identification and follow safeguarding procedures managed by the school.

All visitors to the school will need to register their presence by signing in and wearing a badge to show that they are an official visitor.

**DBS CHECKS**

**ALL VISITORS** are required to have an enhanced DBS check before starting work in school. A record of these checks will be stored centrally on the Single Central Record.

The Principal has the authority not to accept the help of volunteers if he believes it will not be in the best interests of the children.

Any external visitors that will have contact with children, should carry and be asked for an enhanced DBS check and photographic ID before entry into the school.

The contract with Chartwells, school dinner providers, requires all personnel to be enhanced DBS checked by Chartwells prior to employment. Cornwall Council is responsible for ensuring personnel placed by them within schools all have completed enhanced DBS checks and that these are renewed within required timescales.

Supply agencies must obtain an enhanced DBS check in respect of all supply teachers before they place them in a school. The Principal / office staff will obtain confirmation from the supply agency that all safer recruitment and vetting procedures have been undertaken and no concerns have been identified prior to the supply teacher commencing work. The Principal/Deputy Head should consult the Human Resources section of Cornwall Council whenever there is doubt about the background of supply or temporary staff in the school.

Occasional or rare visitors (e.g. Grandparent to talk about life in the war, plumber to repair leak) that do not have the necessary checks must be **accompanied at all times** and not left alone with children.

Remember that adults do not have to have one-to-one contact with children in school to pose a risk. Children may see adults in school as ‘safe and trustworthy’ and could meet them out of school, where abuse might take place.

“Visitors” are defined as parents, school transport contractors, maintenance and building contractors visiting/working on site, volunteers involved in school activities, individuals or groups letting the premises and any other person who is not a pupil or a member of staff employed by the school.

**In School**

All visitors must report to reception immediately on arrival to sign-in. Similarly, they must sign out prior to departure.
If visitors do not have a company badge, they will receive a visitor's badge, which must be worn at all times.
Visitors must remain in the main reception area until received by an appropriate member of staff.
They must not enter classrooms unless escorted by a member of staff or by prior arrangement.

Volunteers helping in the school should read a copy of the **Safeguarding Leaflet** available in reception.

The school is a NO SMOKING school.
In the interests of health and safety, hot drinks must not be carried around within school, unless in a lidded cup. These can, however, be made and consumed in the staff room.
If visitors feel unwell or suffer an accident whilst on school premises, they should report to reception in order to access first aid facilities and assistance from a qualified first aider.
The use of alcohol and/or illegal substances is strictly prohibited. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on school premises.
The school will not tolerate abusive and threatening behaviour by visitors on site and reserves the right to inform aggressive visitors in writing that they are banned from the site without prior appointment.

**Conditions for Maintenance/Building Contractors**

It is to the mutual advantage of the school and the contractor that responsibility to each other and their employees is clearly recognised and understood and that, by co-operation, they are able to achieve the highest possible standard of safety and operation during the course of their work. Contractors who work on the school site can be identified in two categories, i.e. the short and the long-term contractor.
**Control of the activities of the short term contractor, whether it is for maintenance visits or small contractual projects, will fall to the responsibility of the Site Manager who will ensure the following:**

- **All contractors must satisfy the school with regard to the same criteria expected by the LA including financial capability and insurance indemnity;**
- **No unaccompanied inspections are made and any work undertaken is carried out under safe conditions, e.g. the isolation of machinery, provision of safe access etc;**
- **The Site Manager will monitor the contractors' operation while on site.**

Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for the class;
- change very young children;
- supervise children engaged in PE or other specialist activities.