

1. Introduction

Visitors are welcome to Great Wood School. 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.

2. Policy Responsibility

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

2. Aim

To safeguard all children, including preventing them from being drawn into terrorism, under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Great Wood School children can 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 child protection guidelines as set by the DfES (see www.teachernet.gov.uk): *preventing unsuitable people from working with children and young persons in the education service.*

4. How the policy was formulated/ developed

DfES, Local Education Authority and National Healthy Schools Standards guidance was referred to in the formulation of this policy. The draft policy was discussed with staff, parent representatives and the governing body and approved by all parties. The policy is available to parents and other interested parties via the school website. A hard copy can be obtained from the School Office.

5. 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, 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

6. External Visitors to Great Wood School

Staff are required to be familiar with DfES guidance on Child Protection (accessible via www.teachernet.gov.uk) 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, with the exception of sports coaches/specialists who are subject to the guidelines detailed in the physical education and activity policies.

Protocol and Procedures

6.1 Visitors Invited to the School

a) Before a visitor is invited to the school, both the Headteacher and Deputy Headteacher 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.

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 reception first - do not enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification including when asked photo ID
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times
- All visitors will be required to wear an identification lanyard or clear identification
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Visitors will not be allowed to use their mobile phone or cameras without permission being granted following a clear understanding of the purpose of use.

Visitors must conduct themselves appropriately to the situation and if the contact judges that they have behaved inappropriately they will be told so and asked to leave.

c) On departing the school, visitors should leave via reception and enter their departure time in the Visitors Record Book alongside their arrival entry

6.2 Unknown/Uninvited Visitors to the School

a) Any visitor to the school site who is not wearing an 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 visitors book and be issued with an identity badge. The above procedures in 6.1 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.

f) Members of staff are aware of a Lockdown Procedure which they will activate when appropriate, especially if an unwanted visitor appears aggressive / dangerous.

6.3 Governors and Parent Helpers

a) All governors trainee teachers and volunteers must comply with DBS procedures, completing a DBS disclosure form (if not already held) via the School office.

b) All trainee teachers and volunteers have an induction with the Headteacher.

c) The School must check all governors and parent helpers DBS certification is in date 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.

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.

7. Staff Development

As part of their Induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times. The Deputy Headteacher will be responsible for

sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others. This training is valid across many areas of their responsibility and dealings with those both within and outside of the school community.

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8. Linked policies

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

- Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Fire Safety Policy

9. Dissemination This policy is publicised to all in the school community through the school website.

10. 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.

Reviewed and Approved by Governors:	Autumn 2022	Next Review:	Autumn 2025
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